

# POTRERO GROUP



SUPPORTING INNOVATIVE LEADERS AND ORGANIZATIONS  
MAKING A DIFFERENCE IN THE WORLD [PotreroGroup.com](http://PotreroGroup.com)

## Best Practices and Tools for Working Remotely

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### How To Organize and Respond

[Coronavirus Model Announcement for Businesses](#)

Course Hero

[CO-VID 19 Coronavirus Disaster Profile](#)

Center for Disaster Philanthropy

[Interim Guidance for Businesses and Employers](#)

Center for Disease Control

[Non-Profits and CoronaVirus, COVID-19](#)

National Council of Non-Profits

[Nonprofit Resources for Remote Work During the COVID-19](#)

[Outbreak](#)

TechSoup

[Responding to the CoronaVirus Outbreak: Resources to](#)

[Help Nonprofits](#)

The Chronicle of Philanthropy

[Your Money: A Hub for Help During the Coronavirus Crisis](#)

The New York Times

### How To Adjust and Grow

[9 Best Practices for Engagement in Virtual Meetings](#)

NTEN

[Coronavirus: Leading and Working Through a Pandemic](#)

Harvard Business Review

[Essential Advice and Resources for Nonprofits – COVID-19](#)

Boomerang

[Remote Work](#)

Doist

[Slack for Nonprofits during COVID-19](#)

Slack

[The New Virtual Reality: Mastering the Art of Meeting Remotely](#)

SYPartners

[The Ultimate List of Virtual Team Tools](#)

The Coach Manager

[Virtual Co-Working Space](#)

Akimbo

# Approaches To Consider

- **Breathe, focus, and think.** Your approach, attitude, and openness will set the tone for others.
- **Go slow to go fast.** Take the time now to plan, coordinate, and set-up systems.
- **Don't try to duplicate the office.** Build on what transfers and create new realities and processes.
- **Start with leadership, then work together.** Identify challenges, troubleshoot, and design solutions collaboratively. Momentum starts with leadership.
- **Communicate, communicate, communicate.** This will take more time than usual. Patterns will emerge. You will settle into a new rhythm. Develop a charter. Did we mention "communicate?"
- **Create new structures.** Focus on prioritizing needs, managing activity, and holding accountability. Continue existing patterns of collaboration as possible.
- **Identify and implement tools.** Focus on collaboration, including face-to-face video, instant messaging, and file storage and sharing. Don't forget the training and infrastructure.
- **Learn to manage virtual meetings.** It's not that different than a regular meeting, with a few tweaks.
- **Iterate and update.** Be willing to follow what works, listen, change, and lead.
- **Remember the rituals.** Try to maintain office rituals (e.g., lunch together, birthdays, jokes and cultural quirks).

## Tools To Adopt

**Virtual Coordination and Instant Messaging.** Slack, Microsoft Teams, Google Hangouts Chat, Basecamp

- Quick messaging for team coordination, collaboration, info and file sharing.
- Separated by project, topic, team, workflow, etc.
- Keeps remote people in regular connection automatically.

**Video Conferencing.** Zoom, WebEx, Google Hangouts, Adobe Connect

- More personal connection than conference phone—requires greater focus.
- Share screens, files, etc.
- Maintain the water cooler and the conference room.

**File Storage and Sharing.** Dropbox, Google Drive, Box

- Give everyone access to the files they need on any device.
- Automated syncing.
- Control access to files as needed.
- May be available through your existing service or remote desktop set-up.
- Government agencies may have restrictions.

**Other Considerations:**

- Broadband capabilities, especially in rural areas.
- Platforms—PC, Mac
- Computers—age, updates, power
- Mobile compatibility—all services are available for mobile devices

Change is uncomfortable. But not unnavigable.