



The Iam Lotus User Group



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# What We'll Cover ...

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**First we'll talk about happiness:**

- **The two types of remote workers**
- **How to keep your body happy**
- **How to keep your family happy**
- **How to keep your employers happy**
- **How to keep your desk area happy**

# What We'll Cover ...

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## Then we'll talk about control:

- How to keep your task list under control
- How to keep your distractions under control
- How to keep your sanity under control
- How to be a remote admin
- Your mobile office on the road
- Wrap-up/Questions

# Who Am I?

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- I've been working at home for over ten years
  - ♦ Which has seen the arrival of several pets and an entire neighborhood of small children
    - ▶ Which doesn't mean much until I get to the section about conference calls
- Of those ten years, 9 have been working for myself.
  - ♦ Be productive... or starve!
- The last few months have been working for a company.
  - ♦ Produce... or get fired! (..... and starve!)



# The Two Types of Remote Workers

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- **Casual**

- ♦ One or two days a week or as needed
- ♦ **CHALLENGE:**
  - ▶ **Will feel more pressure to show results**

- **Full-Time**

- ♦ Always at home, rarely at the office
- ♦ **CHALLENGE:**
  - ▶ **Will have more productivity/distraction/boundary challenges**

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# The challenges to keeping your body happy:

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- **You could end up sitting all day long.**
  - ♦ There are no normal cues at home when to get up like there is at the office.
    - ▶ At the office, someone starts microwaving something, it smells good, and reminds you that it's lunchtime!
    - ▶ At the end of the day, people start leaving so it reminds you that it's time to get up, walk to your car, and go home.
  - ♦ There's no need to get up and talk to someone, so you sit all day.

# Challenges to your body (cont)

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- **You could end up eating/snacking all day long.**
  - ♦ There's a fully-stocked kitchen available to you.
    - ▶ **ALL OF THE TIME!**
  - ♦ It looks even more appealing when you are faced with an unpleasant work task.
- **Alternatively, you could forget to eat entirely**
  - ♦ Yes, you have to make your own sandwich
  - ♦ Sometimes you are too absorbed in work to notice that it's lunchtime

# Keep your body happy – The solutions

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- **Set a reminder for lunch time, and stick to it!**
- **Eat a normal lunch.**
  - ♦ Sandwich, chips, etc.
  - ♦ Don't pick here and there.
    - ▶ **You'll end up unbalanced and unproductive!**
- **Never, EVER eat as a stall tactic.**
  - ♦ Be aware that it's happening.
- **Know your triggers and your dangerous behaviors**
  - ♦ Are you really hungry? Or are you just stalling?

# Keep your body happy – the Solutions

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- **Get up every hour or two, even if it's just briefly**
  - ♦ Get the mail
  - ♦ Make your bed
  - ♦ Put a load of laundry in
  - ♦ Move to work to a new location (more on that later)
- **I've learned that I get a nice 5-10 minute break mid-morning by doing a small chore**
  - ♦ I come back to my desk recharged, stretched, and ready to re-focus

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# The challenges to keeping your family happy:

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- **It's too easy to be “always on”**
  - ♦ Especially if your company is in a different time zone
- **When kids are home, it's easy to feel guilty for working.**
- **The guilt can change to a different emotion once a conference call starts!**



# Keep your family happy – the solutions

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- **Set boundaries – and stick to them!**
  - ♦ When do you start work?
  - ♦ When are you done?
- **Take advantage of your inner early riser or night-owl**
  - ♦ Enjoy that hour you have to yourself over coffee to return emails or get a jump on the day
    - ▶ I get up twice a week at 6AM to have an hour to plan my week and go over forgotten emails.
      - *Me, coffee, a silent house, and a glorious morning*

# Keep your family happy – the solutions

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- **Get rid of guilt by showing your children how much you enjoy your work and involve them in it**
  - ♦ Show them your company's product, or something cool you developed
  - ♦ Give them a “tour” of your home office
  - ♦ Be proud of what you do when you talk to them about it
    - ▶ **You'll teach them that a job should be something that you love.**
  - ♦ Have them draw a picture for your office wall

# Keep your family happy – The solutions

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- **Arm your children with everything they could possibly need during a conference call.**
  - ♦ Drinks, snacks, etc.
  - ♦ We'll talk more about conference calls later – this is about keeping your FAMILY happy, not you. 😊

# Here's my "self-service conference call goldfish station"



# Keep your family happy – the solutions

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- **Have a Gmail family calendar and add it as an overlay to your Lotus Notes calendar!**
  - ♦ You'll be able to keep track of school holidays, dentist appointments, etc.
  - ♦ No more “surprise, we're home today! Day off of school!”

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# Keeping your employers happy – The Challenges

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- **They never see you.**
  - ♦ Conference calls are hard to know who is talking
- **The signal-to-noise ratio in your email**
  - ♦ 20 SPAM messages plus one important email from your supervisor buried in there.
    - ▶ **Guess which one you WON'T see?**
- **You may not have VPN access to the company file server.**
  - ♦ Delays, mucking with FTP sites to send large files

# Keeping employers happy – The Challenges

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- **How do you measure your “success”?**
  - ♦ How does your supervisor know you are productive?
    - ▶ **How do YOU know you are productive?**



# Keeping employers happy – The Solutions

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- **Instead of calling or emailing your coworkers, video chat!**
  - ♦ **Google Hangouts**
    - ▶ **Great because you can actively work in a file at the same time WHILE you are video chatting**
  - ♦ **Skype**
- **You'll be amazed at how nice it is to finally see another adult human face!**

# Video conferencing

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- **BONUS:**

- ♦ It's a great excuse to brush your hair once in awhile!

- **WARNING:**

- ♦ Do a “test run” and look all around the screen to see what is visible in the background first.

# Here's what people see when I do a Google Hangout:



**Here's what they'd see if the camera was 1" to the left:**





Here's what no company should ever, EVER see:





**By the way, you can squeeze an office in anywhere.**



# Keep employers happy - Solutions

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- **Use “VIP” contacts if you have an iOS device**
  - ♦ A special folder for all email addresses you consider important
  - ♦ Do Not Disturb mode can be overridden for VIP contacts
- **Set up a view for your company’s domain**
  - ♦ Make sure there are no unread messages in there!

# Keep employers happy - Solutions

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- **Dropbox, Google Drive, SkyDrive, Connections**
  - ♦ These are all online file storage and sharing services
  - ♦ These will let you get your work done.
    - ▶ Remember, at the end of the day, we're here to get our work done!!
  - ♦ Many of these will let you email a link to download the file.
    - ▶ VERY easy and convenient
    - ▶ In some cases, no need for the other person to have an account with that service



# Keep employers happy - Solutions

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- **Set up a bi-weekly 15-minute call with your supervisor.**
  - ♦ A standing call to go over concerns
  - ♦ Talk about what you are working on
- **Set objectives, not tasks**
  - ♦ Don't think about how to fill 8 hours of your day
  - ♦ Instead, think about what needs to be done

# Keep employers happy – Solutions

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- **Always know what time it is at headquarters!**
  - ♦ Add additional time zones to your Lotus Notes calendar
  - ♦ Add Time Zone support to Mac calendar
  - ♦ It keeps you remembering where and when everyone is!

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# Your desk area – The Challenges!

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- **You sit. Too much.**
  - ♦ See “Keeping your body happy”
- **Conference calls**
  - ♦ If your child has never had an accident, or UPS has never delivered a package before...
    - ▶ It will happen for the first time when you get on your first conference call!

# Your desk area – the Challenges

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- **There's just something that doesn't work.**
  - ♦ Too much clutter?
  - ♦ Wires everywhere?
  - ♦ You're not near a window?
- **Whatever it is, it makes you just not inspired to sit there and be excited to work.**

# Keep your desk happy - Solutions

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- **Consider a standing desk**
  - ♦ A laptop at a kitchen island will do
    - ▶ **We'll talk more about this later**
  - ♦ Your body will appreciate the stretch
  - ♦ Don't forget good shoes while standing!

# Keep your desk happy - Solutions

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- **Always, always, ALWAYS keep your phone on “mute” during conference calls**
  - ♦ Unmute when you want to talk
  - ♦ It may be inconvenient at first, but it will soon be second nature to press a button before talking
    - ▶ A huge stress for you will be gone
    - ▶ Especially when the conference call is scheduled during a busy household time

# Keep your desk happy - Solutions

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- **If something embarrassing is heard on your end, acknowledge it and move on**
  - ♦ **A simple “sorry about that” is fine, and now no one on the other end will be distracted trying to figure out what or who it was.**



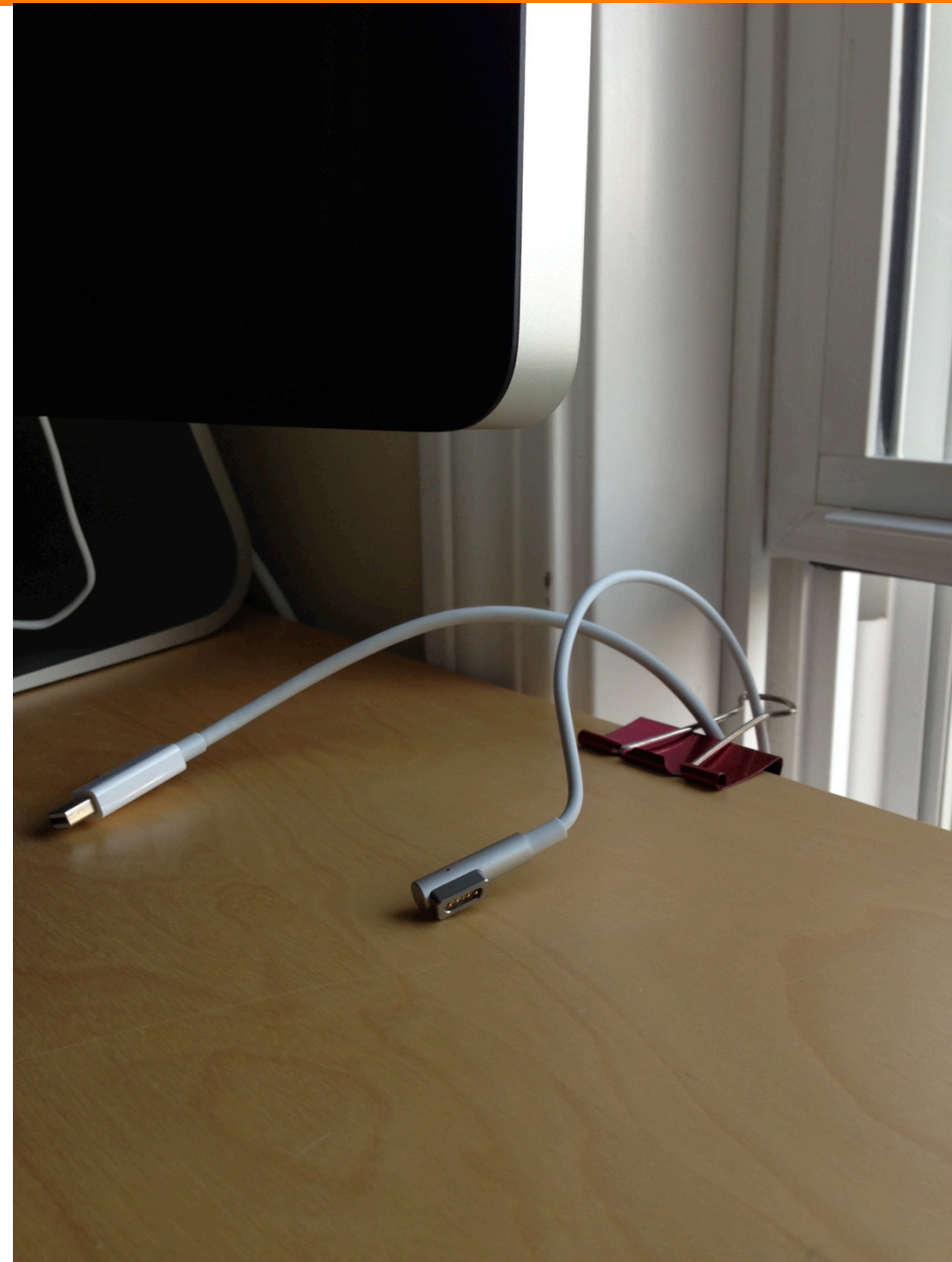
# Keep your desk happy – Solutions

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- **If something isn't working, change it!**
  - ♦ Your desk area should be a joy to sit at
  - ♦ Identify your biggest annoyance and fix it

# Desk solutions

- I was spending too much time hunting down the power cord for my laptop every time I unplugged it.
- ♦ Solution: Binder clips on my desk



# What We'll Cover ...

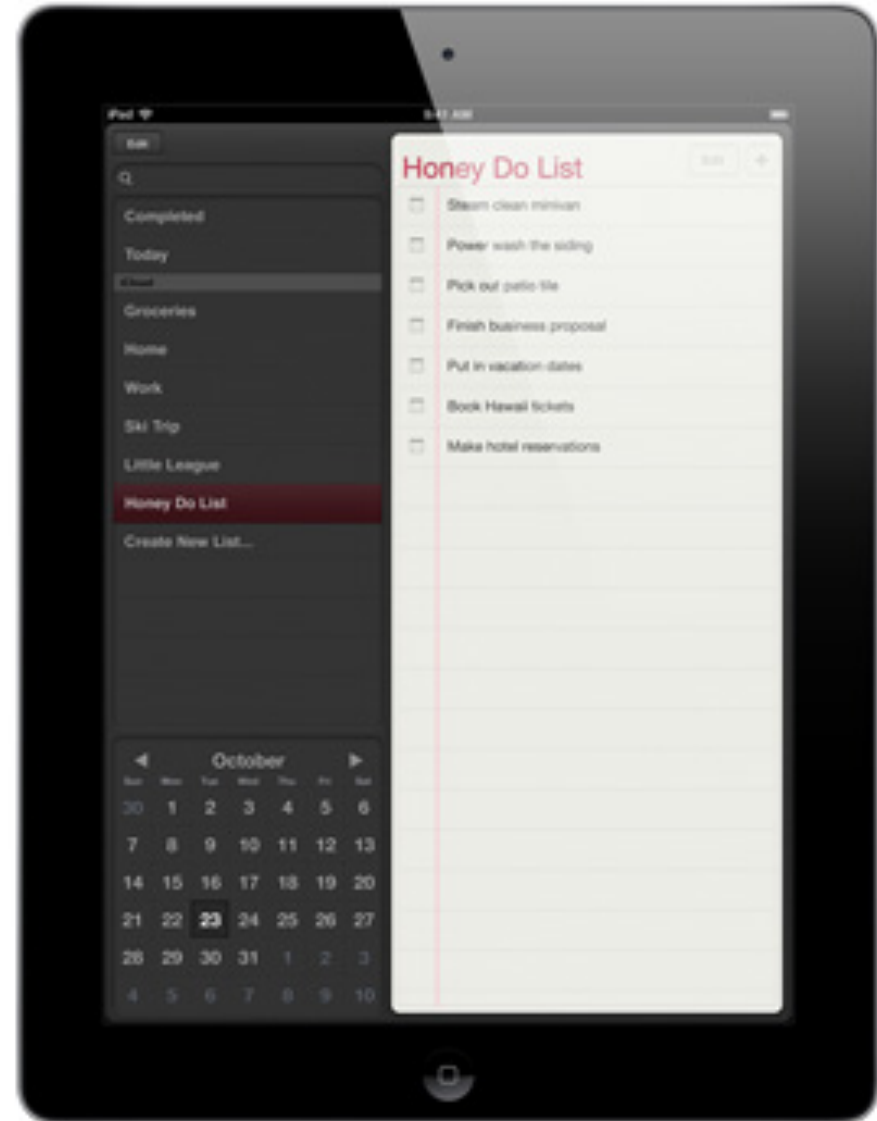
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# Use IOS Lists for Work, Personal, Projects, etc.

- **Manage projects**
  - ♦ Works with Siri
  - ♦ Can use location-based reminders
  - ♦ Syncs with all iThings
    - ▶ Including Mac with Mountain Lion OS



# Keep your task list under control

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- **Use Wunderlist to juggle tasks-within-tasks**
  - ♦ Create a Wunderlist for each project
    - ▶ Creates Tasks, Notes, due dates, reminders
    - ▶ Can share with someone else
  - ♦ Cloud-based
    - ▶ Syncs with tablet, PC, Mac, phone, browser, etc.
  - ♦ Browser add-on
    - ▶ Can add from IMDB, Amazon, any site!
- **WUNDERLIST DEMO!**

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# Distractions – The Challenges

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- **Facebook, Twitter, Reddit, the Cheezburger Network...**
  - ♦ Distractions, distractions, distractions!
  - ♦ They are calllllllling to you
- **Our phones will ping, chirp, ding, and bleep us to death**
  - ♦ Talk about a concentration killer!

# Distractions – The Solutions

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- **Set your devices to Do Not Disturb mode**
  - ♦ It's more effective than turning the volume down or setting the phone on vibrate
    - ▶ **Some apps ignore those settings!**
- **Don't post a status update and then start working**
  - ♦ You will be tempted to see who responded!



# Distractions – The Solutions

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- **Remove distractions by using software to block them.**
  - ♦ **ColdTurkey for Windows**
    - ▶ **[getcoldturkey.com](http://getcoldturkey.com)**
  - ♦ **Anti-Social for Mac**
    - ▶ **[anti-social.cc](http://anti-social.cc)**

# Block social media sites for a designated period of time!

Anti-Social v0.5.3  
http://anti-social.cc  
Copyright Fred Stutzman, fred@fredstutzman.com

Anti-Social turns off the social parts of the internet for up to eight hours (480 minutes).

How many minutes would you like to be Anti-Social?

You can customize Anti-Social by blocking specific sites.

Add sites you'd like to block below

Important: Separate each site with

Anti-Social can only block top level

For example: http://yahoo.com, ht

 **Cold Turkey**

1. Block What? *admitting it is the first step*

Sites	Programs	Custom
<input checked="" type="checkbox"/> Facebook	<input checked="" type="checkbox"/> Hotmail / MSN	<input checked="" type="checkbox"/> FailBlog
<input checked="" type="checkbox"/> Twitter	<input type="checkbox"/> AddictingGames	<input type="checkbox"/> Reddit
<input checked="" type="checkbox"/> MySpace	<input checked="" type="checkbox"/> CollegeHumor	<input type="checkbox"/> StumbleUpon
<input checked="" type="checkbox"/> Youtube	<input type="checkbox"/> Ebay	<input type="checkbox"/> Wikipedia

2. Till When? *go big or go home, buddy*

Date:  ,  1<sup>st</sup>

Time:  :   ☐ 24-hr format

Don't be scared, select a time.

3. Are you sure? *don't be a wuss, click the button*

☐ Help me update my Facebook status before I start!

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# Keeping your sanity – The challenges!

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- Not knowing what day it is
- Not knowing what time of day it is
- Not knowing what the weather is doing outside
- Not remembering that there is civilization going on outside

# Keeping your sanity – The Solutions

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- **I talked about Google Hangouts already for video meetings**
  - ♦ It's more important than you think it is!
  - ♦ You'll be pleasantly surprised how nice it is to see another adult human face to talk to
- **Leave the house**
  - ♦ Go grocery shopping at lunchtime
    - ▶ I talked about how important it is to eat lunch, get out of the house to go get your lunch food!

# Keeping your sanity – The Solutions

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- **I will save small errands for short trips just to leave the house**
  - ♦ Depositing checks
  - ♦ Filling gas tank, etc.

# Keeping your sanity – The Solutions

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- **Every morning, look at the calendar for the day**
  - ♦ Tell yourself what day it is
  - ♦ Review what is coming up for the day, and tomorrow
- **Move around the house at different times of the day**
  - ♦ Sends signals to your body indicating time of day
  - ♦ Is better for your body
  - ♦ Will hold you accountable to get up every once in awhile

# This is my morning:

- A steaming cup of coffee, and nice cozy lighting



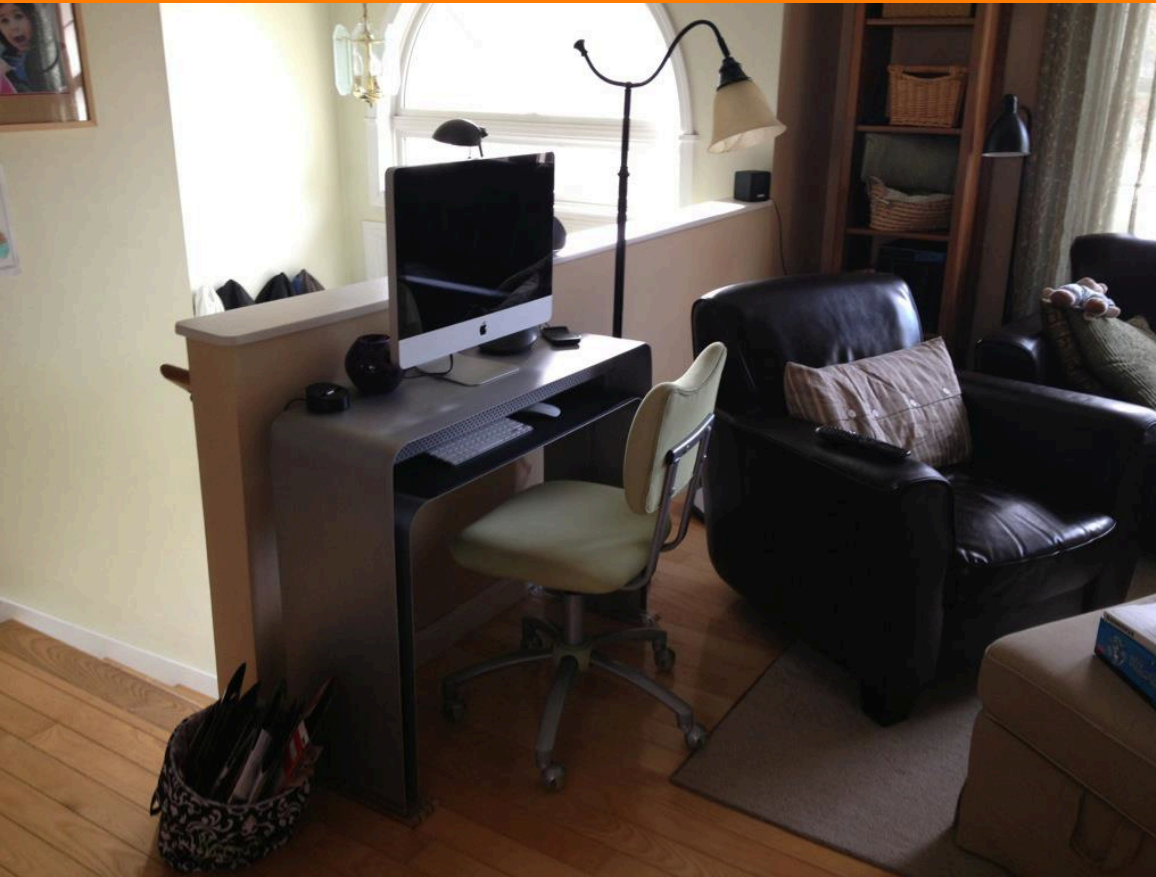


# This is my mid-day:

- **Lunch and then standing at the island**
  - ♦ Kick the chair away, and instant standing desk
- **Don't have an office laptop?**
  - ♦ Use a personal laptop and RDP in
  - ♦ You can keep it all internal, inside your firewall
    - ▶ No need to access out of home



This is my late afternoon (+ more coffee in a DIFFERENT cup)





# I RDP on my local network using my home server



- **ProTip: Relocate router and modem to your entertainment area**
  - ♦ Now you can use ethernet for fantastic streaming quality
  - ♦ Spot the server
    - ▶ **Gigabit ethernet**
  - ♦ Can share APC unit with server, game consoles, routers, etc.

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# There's lots of ways to connect to computers!

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- LogMeIn is a great way to access a work desktop from anywhere!
  - ♦ Remember the need to move around?
    - ▶ Access a desktop in an office from a different computer in another room!
      - *Or a tablet from your deck or patio 😊*
- The iPad has fantastic RDP apps

# Have a Mac?

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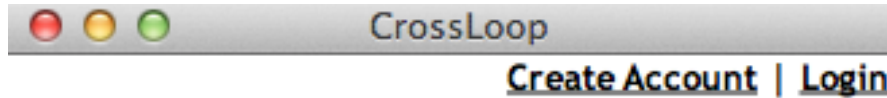
- **Domino Administrators and Developers can run VMWare Fusion on a Mac to get Windows**
  - ♦ **Easier and more convenient than bootcamp!**
  - ♦ **Working from home doesn't get any easier than the Domino Administrator client, right?**

# Need to connect to end user computers?

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- **CrossLoop and TeamViewer**
  - ♦ Free screen sharing and remote software
  - ♦ NO mucking around with firewalls
  - ♦ GREAT for end-users who have trouble with instruction
    - ▶ **And family members!**

# Crossloop – Enter access code, connect!



**Access** **Share**

Enter Access Code and Press Connect

Name

jstratton on jstratton-lt

Access Code

 **Connect**



**Access** **Share**

Tell a Friend your Access Code

Name

jstratton on jstratton-lt

Access Code

36 

 **Connect**



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# Every Mobile Office Needs:

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- **A cloud storage service that you consistently use**
  - ♦ The smartphone version can save attachments from email directly to it
    - ▶ **You can file and process your Inbox anywhere!**
- **Cloud storage services:**
  - ♦ Dropbox
  - ♦ Google Drive
  - ♦ Microsoft SkyDrive
    - ▶ **I use them ALL daily**
    - ▶ **Google Drive is my favorite by FAR**

# Every mobile office needs:

- **An instant messaging client that connects to ALL OF THE SERVICES**
  - ♦ **IM+ Pro**
    - ▶ **Google Talk (can connect to multiple Google accounts)**
    - ▶ **AIM**
    - ▶ **Skype**
    - ▶ **Facebook**
    - ▶ **Twitter**
    - ▶ **About 20 other services you can choose from**
  - ♦ **Seamlessly converse on your phone, and switch to your tablet, walk in the door, and switch to your desktop**

# Every mobile office needs...

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- **A way to work on office files**
  - ♦ Google Drive
  - ♦ Microsoft SkyDrive
  - ♦ QuickOffice (my favorite)
    - ▶ **Connects to cloud storage services directly**
- **You can edit spreadsheets, docs, etc.**
  - ♦ And save them directly back to the cloud service!

# Every mobile office needs...

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- **A way to track expenses**

- ♦ **GeniusScan**

- ▶ **Take pics of receipts**

- ▶ **Saves the list to one PDF file which you can email**

- **A way to receive payments**

- ♦ **Square Register**

- ▶ **Turns your phone or tablet into a Point of Sale system**

- ▶ **Swipes cards with card reader in headphone jack**

- ♦ **PayPal mobile**

# Every mobile office needs

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- **An assistant**

- ♦ **Siri**

- ▶ **Siri really works.**
    - ▶ **Edit appointments, add new ones, add locations, details**
    - ▶ **Call phone numbers**
    - ▶ **Ask what's on your schedule for the day**
    - ▶ **Set timers**
    - ▶ **Can answer any Wolfram Alpha question**

- ♦ **Google Now**

- ▶ **Same type of things, but can include Google search results**

# Every mobile office needs...

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- **Google Voice**

- ♦ Hooks in to your regular mobile number
- ♦ Sends you text and email transcriptions of your voice mails
- ♦ You can also use your Google Voice number to give away instead of giving out your REAL mobile number
- ♦ It's free!

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# Lessons Learned - To be productive all the time:

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- **Set goals for the day, every day**
- **No matter what happens, these things MUST get done by the end of the day.**
  - ♦ It keeps things moving forward and getting done
  - ♦ Will ensure you aren't scrambling at deadline time
    - ▶ **Calculate how much you need to accomplish each day to meet a deadline**
  - ♦ Holds you accountable!
  - ♦ Gets rid of that awful "I did nothing today" feeling that gives you guilt and leaves you tired

# Setting goals, Continued

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- **Will help you let go of that feeling that you have to send an email to your boss at 8:30AM to prove you are there working.**
- **And again at 5PM to show that yes, you are still working.**
  - ♦ **Classic newbie working from home move.**
  - ♦ **This is not necessary.**

# Finally, every remote worker must read:

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- **Matthew Inman of The Oatmeal's "Why Working From Home is Both Awesome and Horrible"**
  - ♦ [http://theoatmeal.com/comics/working\\_home](http://theoatmeal.com/comics/working_home)

# Resources

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- [www.solacelearning.com](http://www.solacelearning.com)
  - ♦ My blog, list of all my lynda.com courses
- [lynda.com](http://lynda.com) **Productivity courses**
  - ♦ Monday Productivity Pointers ← My course, yay!
  - ♦ Enhancing your Productivity
  - ♦ Leading Productive Meetings
  - ♦ Freelancing Fundamentals
  - ♦ Time Management Fundamentals
- [Lifehacker.org](http://Lifehacker.org)
- **Thanks to Sean Burgess for input!**
  - ♦ He's also been a remote worker for 10+ years

# Follow Up

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