

A stylized world map with a blue background and green landmasses, showing the Americas on the left and Africa on the right.

Teamwork across borders:

The secrets of efficient remote collaboration

Goals:

- ✓ Uncover interesting facts about remote collaboration
- ✓ Identify the main challenges of working across distances
- ✓ Provide efficient, real-life solutions to overcome the challenges



Survey of 1,000+ people reveals:



83%

of employees spend
1-2 hours working out
of the office every day.

That's a lot, isn't it?

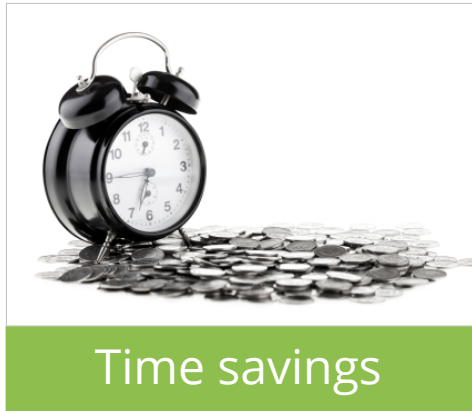
The most striking finding is that...



66%

of workers believe
they'll go virtual
by 2015

What are the main reasons to work remotely?



41%



10%



29%

The core challenges of remote collaboration are:



Lack of direct communication

38%



Hindered access to project data

21%



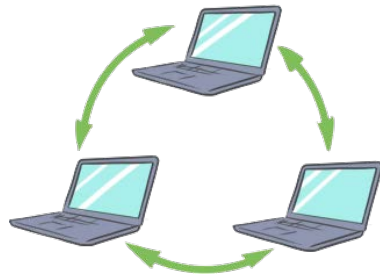
Difficulties in reporting progress

19%

Challenge 1: Lack of direct communication



Solution 1: Set the ground rules



Make sure information circulates smoothly



Choose several points of contact



Set data-sharing and reporting rules

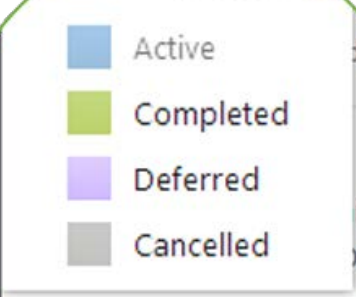


Write down the rules in a manual



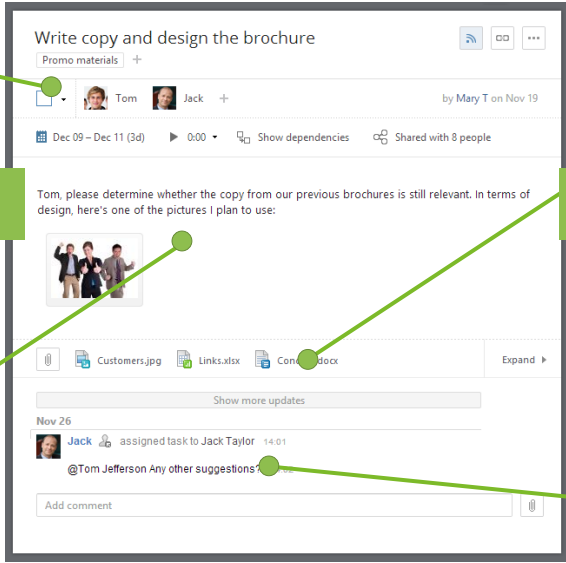
Start looking for "bright spots"

This is how we do it at Wrike:

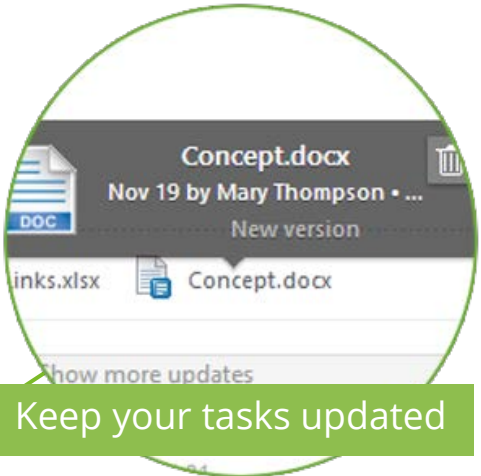


A legend for task statuses with four categories: Active (blue square), Completed (green square), Deferred (purple square), and Cancelled (grey square).

Report your work progress



A screenshot of a Wrike task card titled "Write copy and design the brochure". It shows a task assigned to Tom and Jack, with a due date of Dec 09 - Dec 11 (3d) and a duration of 0:00. The task description includes a request for Tom to determine if previous brochure copy is still relevant and to provide design pictures. Attached files include Customers.jpg, Links.xlsx, and Concept.docx. A comment from Jack Taylor, assigned to Tom Jefferson, asks for suggestions.



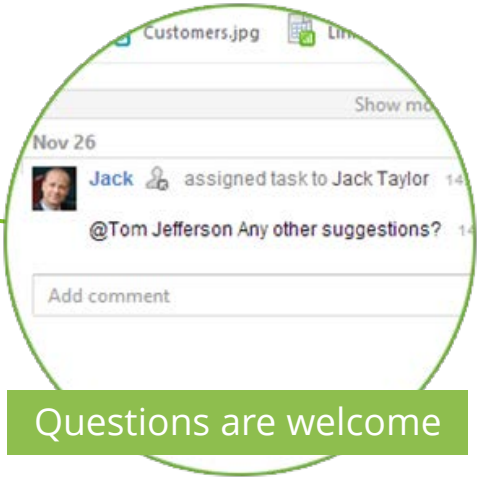
A screenshot showing the version history of a file named "Concept.docx". It lists a "New version" created on Nov 19 by Mary Thompson, along with other files like "links.xlsx".

Keep your tasks updated



A close-up of the task description and attachments. The text reads: "Tom, please determine whether design, here's one of the pictures". Below the text is a photo of three people. At the bottom, there are icons for attachments: Customers.jpg and Links.xlsx.

Enter all your data into Wrike



A close-up of a comment on the task. The comment is from Jack Taylor, assigned to Tom Jefferson, and says: "assigned task to Jack Taylor" and "@Tom Jefferson Any other suggestions?".

Questions are welcome

Solution 2: Make your communication more personalized



Congratulate peers
via webcam



Organize virtual
water-cooler chats



Get your team together
once in a while

Challenge 2: Difficult access to project data



Solution 1: Develop a Habit of Sharing



Share to succeed

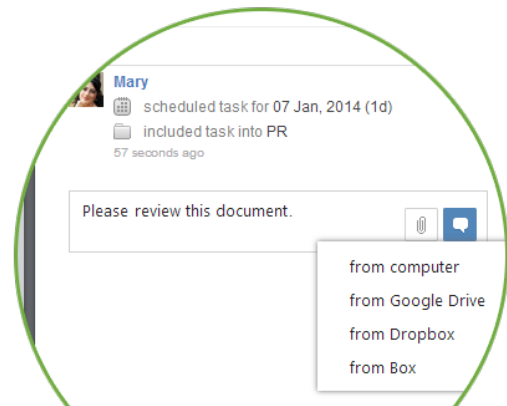
A good teammate shares data with pleasure



Form a habit

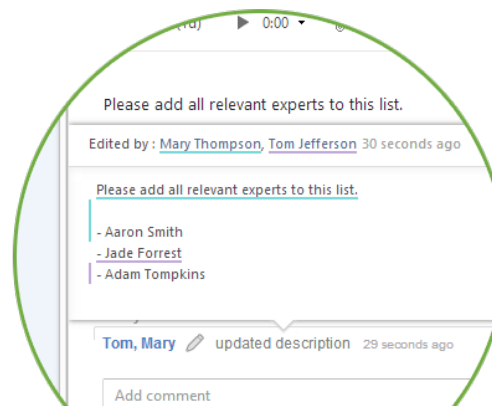
It's important to share updates on a regular basis

Share as much as possible:



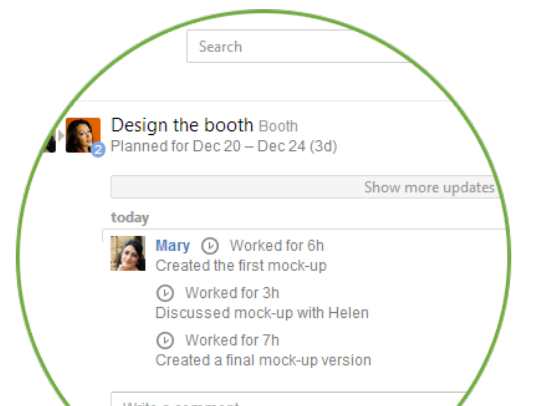
A screenshot of a document sharing interface. The document text reads: "Please review this document." Below the text is a share icon and a comment icon. A share menu is open, listing the following options: "from computer", "from Google Drive", "from Dropbox", and "from Box".

Files



A screenshot of a task list interface. The task text is "Please add all relevant experts to this list." Below the task, it says "Edited by: Mary Thompson, Tom Jefferson 30 seconds ago". The task list contains the following items: "- Aaron Smith", "- Jade Forrest", and "- Adam Tompkins". Below the list, there is a comment from "Tom, Mary" that says "updated description 29 seconds ago".

Ideas



A screenshot of a project update feed. The project title is "Design the booth Booth" with a sub-header "Planned for Dec 20 – Dec 24 (3d)". Below the title is a "Show more updates" link. The feed shows updates for "today":

- Mary (with a clock icon) Worked for 6h
Created the first mock-up
- Worked for 3h
Discussed mock-up with Helen
- Worked for 7h
Created a final mock-up version

Work progress

Solution 2: Share data selectively



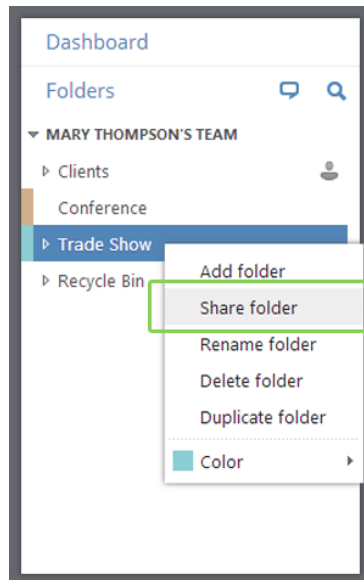
Information overload

VS.

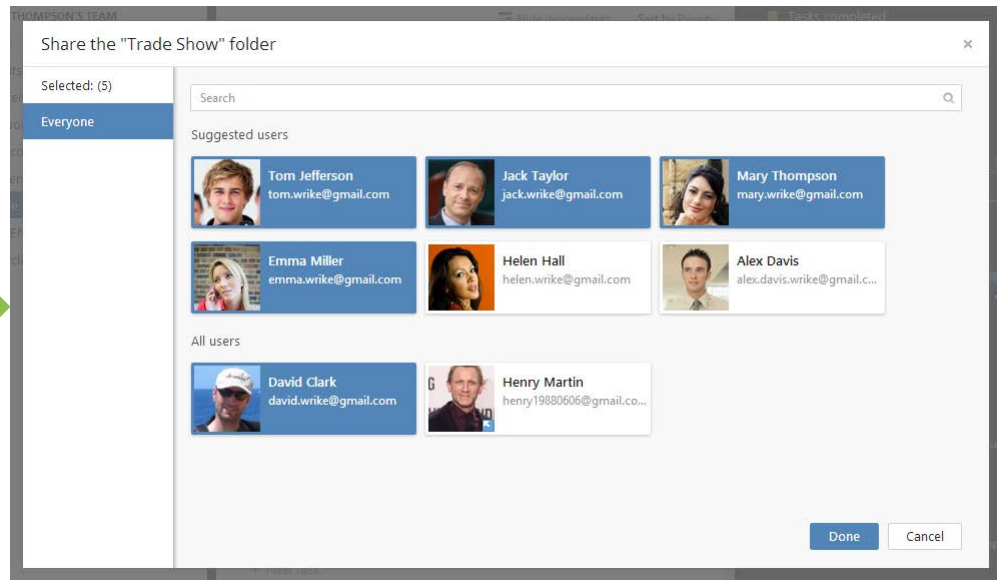


Required data
to required people

Provide the right people with access to the right data



Click to share folder

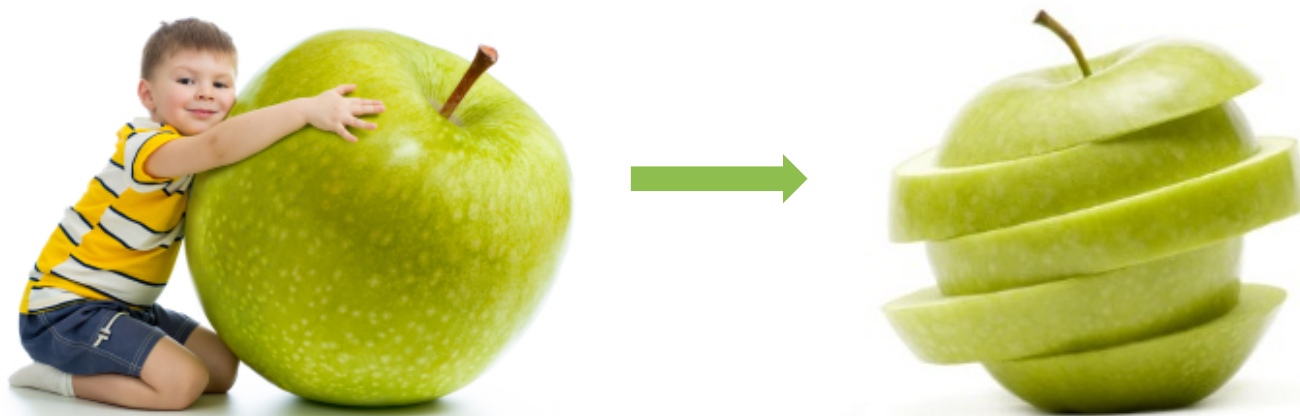


...and choose only certain people

Challenge 3: Vague progress reporting



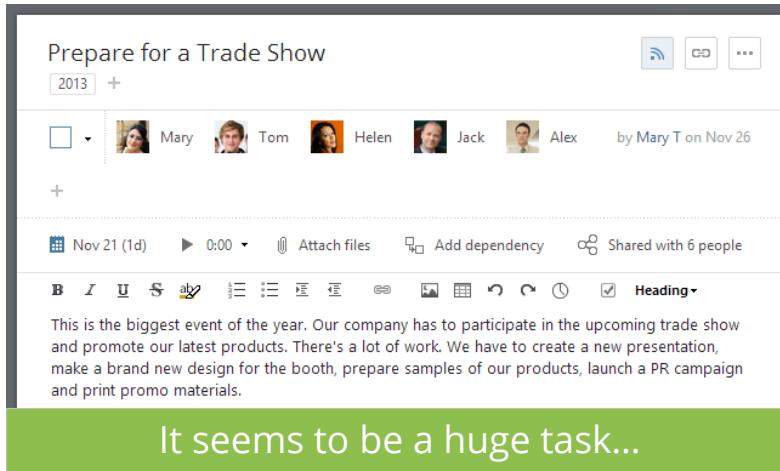
Solution 1: The power of small tasks



Split all assignments into small, actionable items that are:

- ✓ Easier to understand
- ✓ Quicker to tackle
- ✓ Encouraging a sense of accomplishment

Small tasks in action



Prepare for a Trade Show

2013 +

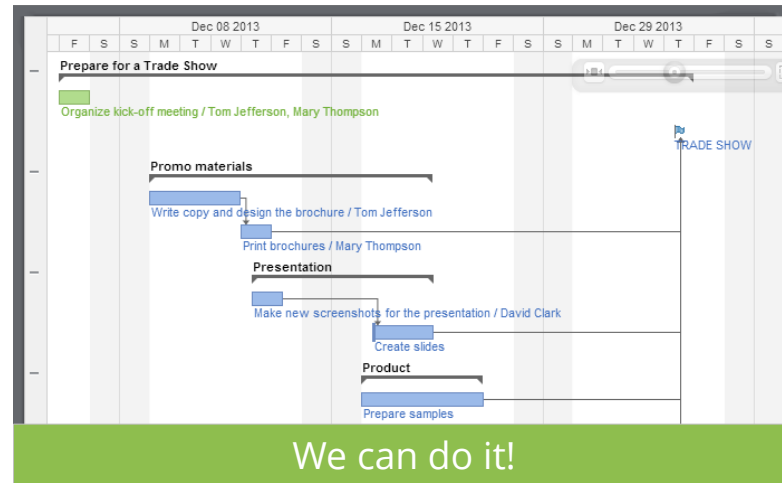
Mary Tom Helen Jack Alex by Mary T on Nov 26

Nov 21 (1d) 0:00 Attach files Add dependency Shared with 6 people

B *I* U **S** **Heading**

This is the biggest event of the year. Our company has to participate in the upcoming trade show and promote our latest products. There's a lot of work. We have to create a new presentation, make a brand new design for the booth, prepare samples of our products, launch a PR campaign and print promo materials.

It seems to be a huge task...



Dec 08 2013 Dec 15 2013 Dec 29 2013

Prepare for a Trade Show

Organize kick-off meeting / Tom Jefferson, Mary Thompson

Promo materials

Write copy and design the brochure / Tom Jefferson

Print brochures / Mary Thompson

Presentation

Make new screenshots for the presentation / David Clark

Create slides

Product

Prepare samples

TRADE SHOW

We can do it!

Solution 2: Let people feel appreciated



Your teammates feel depressed?



Send thank-you emails

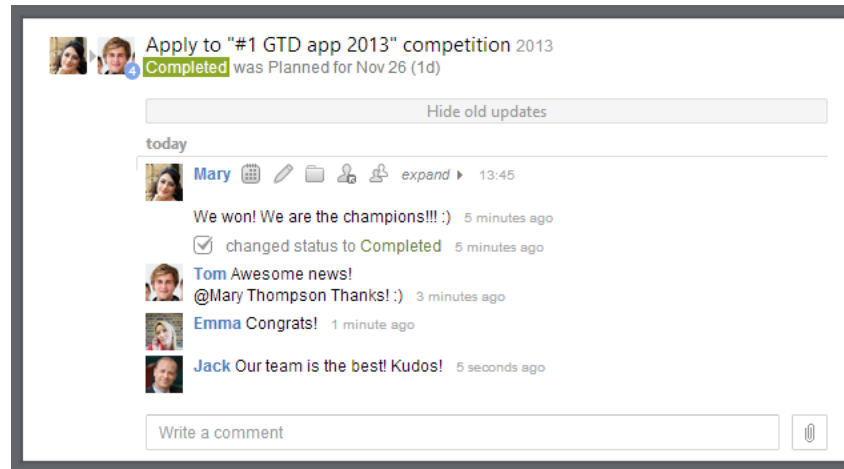


...and the result will be enormous!



Meet to highlight personal achievements

Praise and cheer up in the real-time Activity Stream



Key takeaways:

1. Send a thank-you e-mail or praise your team verbally.
2. Formulate 3-5 ground principles behind your team's communication.
3. Survey your team on what can be improved in collaboration.
4. Create a comprehensive task list of your current project in Wrike.
5. Set the date for the all-team-party.

Share this presentation!

<http://bit.ly/1b96YZF>

#wrike #webinar



Further readings

- ✓ [The Past, Present and Future of Remote Collaboration: Where Does Your Team Stand?](#)
- ✓ [Virtual water-cooler breaks: The value of informal communication in remote teams](#)
- ✓ [Project Schedules, Hamster Wheels, and Your Team's Hidden Superpower](#)
- ✓ [5 practical tips on making virtual collaboration efficient](#)
- ✓ [First-hand experience to succeed with a distributed team](#)
- ✓ [How to Optimize Remote Collaboration: inlevel's Success Story](#)
- ✓ [How to Make the Management of Your Freelance Staff More Efficient](#)
- ✓ [What Type of Communicator are You?](#)
- ✓ [Switch: How to Change Things When Change Is Hard by Chip Heath and Dan Heath, 2010](#)
- ✓ [Your Brain at Work by David Rock, 2009](#)