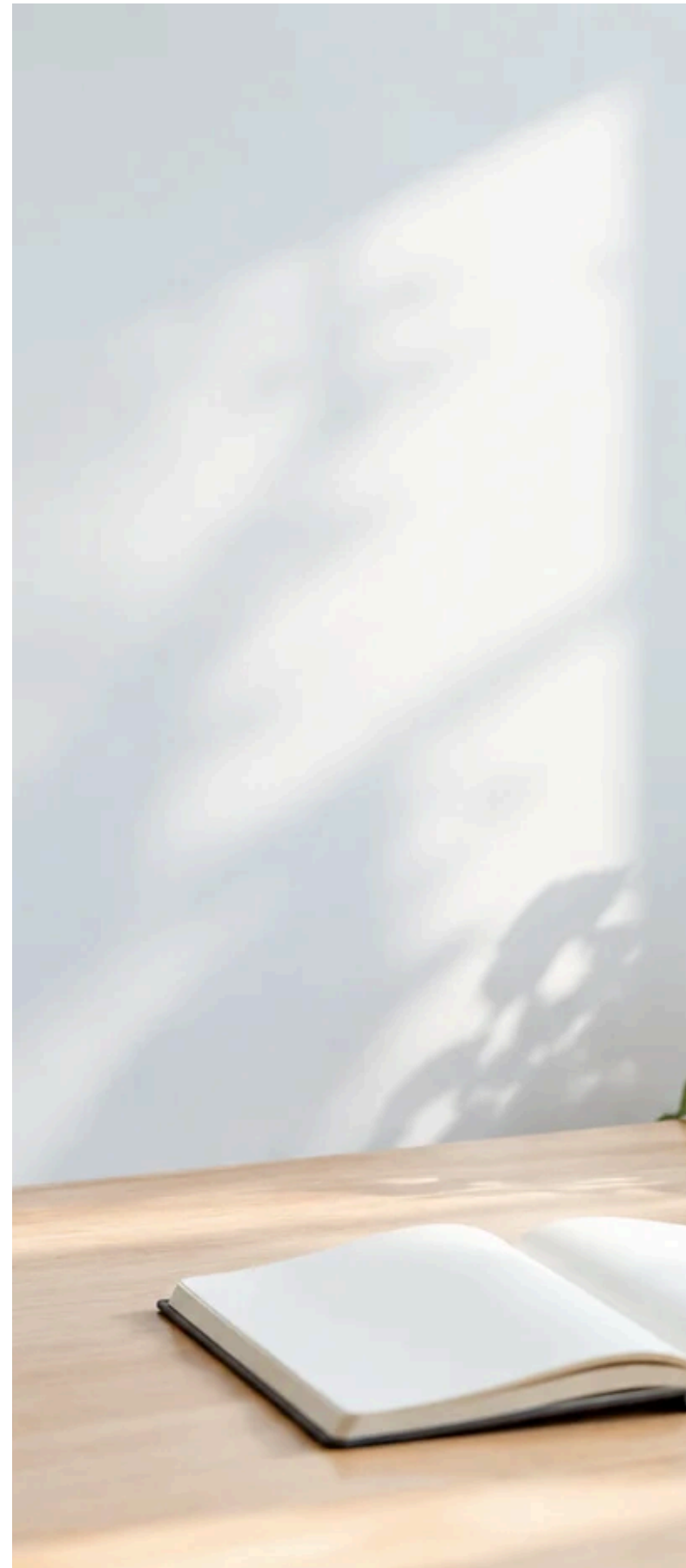


The Future of Remote Work

A practical guide to clearer communication and a more considered workday.

Make expectations clear

Agree on the outcome, the owner, and
the next update.



Write the routine updates

Save conversations for decisions and questions that need one.

Give your day boundaries

Choose a place to work, take breaks, and know when to stop.



Keep the original context

Keep the decision and its reasoning together.

Make room for honest feedback

Ask where handoffs, meetings, or information need attention.

Start with a small change

Try one change, gather feedback, and review it before expanding.



Build a way of working that lasts

Keep what helps. Adjust what does not. Write down what you learn.