

# Remote Working Asks and Promises:

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To make a remote arrangement successful, everyone on the team needs to agree to do their part. Here are a few “asks” and “promises” that can form the basis of an agreement.

<h2>ASK</h2> <p>These are the things you'll need to ask for from your team. The things they'll need to do for you to make your remote arrangement a success.</p>	<h2>Promises</h2> <p>These are the things you'll need to commit to doing for your team. The commitments you'll make to ensure your remote arrangement works.</p>
<h3>1. Commit to inclusion</h3> <p>Ask them to make sure they account for your virtual presence when scheduling meetings. And ask them to try and avoid having impromptu, on-the-fly meetings that aren't scheduled so you can't call in.</p>	<h3>1. Commit to being responsive</h3> <p>Make it easy to reach you at any time, via phone, email, or any chat tools your team uses. Not to say you can't carve out time to do thoughtful work without interruptions. But let people know ahead of time when you'll be offline, and be a quick responder the rest of the time.</p>
<h3>2. Use quiet spaces for calls and meetings</h3> <p>The background noise of an office might not affect them if they're speaking face to face. But they'll need to be cognizant of the fact that background noise can make it almost impossible to hear on the other side of the line.</p>	<h3>2. Be on time for meetings</h3> <p>This might sound small, but it can go a long way. Entering a meeting remotely is often a fairly intrusive and conspicuous move accompanied by some sort of noise. So even if your company typically starts meetings a little late, be the first one there.</p>
<h3>3. Check in at specific points</h3> <p>Since you can't see each other all the time, and you can't pop by people's desks, pre-define how and when you will check in with team members so that everyone can stay up to speed and on the same page.</p>	<h3>3. Speak up</h3> <p>When you call in to a meeting, it's easier to end up becoming more of a listener than a participant. You don't have to steal the show at every meeting, but make sure your presence is known, and make it clear that you're engaged with the team.</p>