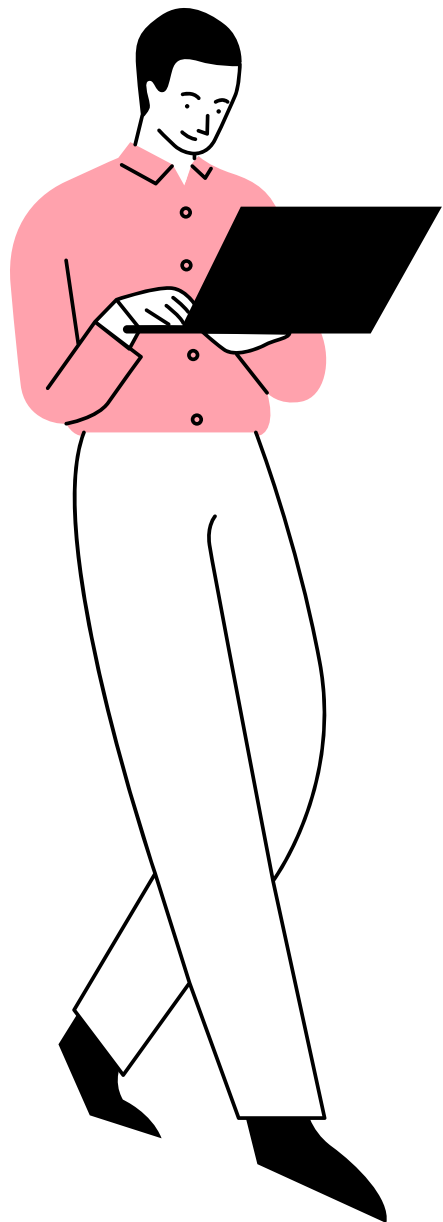


# Here is my story of enabling remote teams



Vedvrat Sharma  
Linktree

Introducing some of the characters whom you may relate it to



My Sydney Engineering team have already logged off, would be great to get some sync time



Designer in Netherlands

**My PM works from San Jose and we made few decisions which he should have context**

Melbourne based Engineer

I need to share my understanding with rest of the team, and collect feedback without having a dedicated meeting.



Engineer visiting Sri Lanka

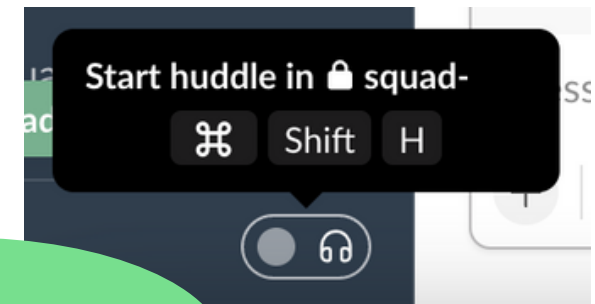
# Sharing is caring Let's grow as a team 🙌

How to share and build team's knowledgebase?

Share your understanding

Looms

Slack Huddles



Document your outcome as TL;DR

Build Knowledgebase

Architectural Reviews

Incident PostMortems

# Small Improvements make big impact ★

How to make things easier for teams to communicate?

Sync is costly.  
Async is the way forward

Async standups

@channel

Howdy Squad! Time to post your update for ye olde sheriff.

Be sure to include:

1. How are we feeling today? (Use an emoji/meme/giphy - whatever you like best describes the feeling)
2. [ !important ] Any blockers that team may help you with.
3. Do you need some help/time today from a team mate? (who/when/urgency-low/high)
4. Did we learn anything new?



Async Retro



Emojis convey a lots, get a team agreement on some of them

## Frequently Used



# People first

Understand your team and process should be built around them

Convo street

Share your holiday photos, play games, get to know your team

Meeting free day

Yes, it does help if you block the calendar and say DNB, please check

Cycle Cooldown

Have cooldown every cycle instead after running multiple cycles.

Sync Meetings should have clear expectations

Is this meeting required and needs to be sync?

Check the audience

Should this be recorded?

Celebrate People

Celebrate acts of kindness and help that you get

# Tackle Burnout proactively

Planning tools  
give you  
insight.

Assignees	Labels	Projects
		▲ 16
		▲ 14
		▲ 11
		▲ 7
		▲ 2

Check with your team  
mate if they are taking  
tasks beyond capacity.

Celebrate  
R U Okay daily



# Kona

**Kona** APP 10:00 AM  
Hello, OUR SQUAD!

Right now, I feel...

For @Ved's team (OUR SQUAD→):

+ 2 more

@ Celebratory 1h of meetings  
Sri Lanka cricket team won the Asia cup!

@: FriYay  
Sunny day in Sydney!

@Ved 3 Yeehaw 4h of meetings  
Started week on a positive note. Hope you all have the best week forward.

@ 3 ok  
Haven't been sleeping very well these past few days for some reason but I am mostly ok :)

@ Green  
Great weekend with family and friends!!

**Kona** APP 10:00 AM  
Hello, OUR SQUAD!

Right now, I feel...

For @Ved's team (OUR SQUAD→):

+ 2 more

6 Grateful 0h of meetings  
Grateful I got my health back. Last week was really bad.

5 Content  
Weekend was chill! Went shopping at Chaddy and didn't struggle to get parking so I'll take that as a win

Energized 1h of meetings  
Deleted apps that were draining my time and got a feel that how easy it is to just get some extra time. Played soccer and just relaxed over the weekend.

Yeehaw  
Quick long weekend trip to Syd to eat sandwiches

@ ly Anxious 2h of meetings  
Bit anxious about going on leave next week - worst possible timing given p :k!

Linktree\*

is remote first  
company.

6k Flex  
benefits that  
are in  
individual's  
control

WFH Setup  
allowance

