

## ONLINE DISCUSSION OF REMOTE WORK FOR CPAS

ONLINE PROFICIENCY SERIES  
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## WHEN DO YOU WORK REMOTELY?

- Remote work is a working style that allows professionals to work outside of a traditional office environment. It is based on the concept that work does not need to be done in a specific place (or set schedule) to be executed successfully. 1
- Random times: sending emails at 3:35am
- Nice quiet place...away from the office

## DEFINING REMOTE WORK

- Think of it this way: instead of commuting to an office each day to work from a designated desk, remote employees can execute their projects and surpass their goals wherever they please. People have the flexibility to design their days so that their professional and personal lives can be experienced to their fullest potential and coexist peacefully.1
- There has been a cultural paradigm shift in what society deems to be an appropriate workplace - and remote work has capitalized off of that newfound freedom. 1

## ACCEPTING REMOTE WORK

- Think of it this way: instead of **MAKING ME** commute to an office each day to work from a designated **freezing office**, I can execute **my** projects and surpass **my** goals wherever I please. **You are actually giving me** the flexibility to design **my** days so that **my** professional and personal life can be experienced to the fullest potential and coexist peacefully. **COOL, AND EVERYONE WARNED ME THAT YOU ARE A RAY ROSS**
- There has been a cultural paradigm shift in what society deems to be an appropriate workplace - and remote work has capitalized off of that newfound freedom. 1

## STATISTICS SLIDE –NO SURPRISES HERE

- flex jobs: reported that employers can save \$22,000 per remote worker per year, even if their entire team is not remote.1
- nearly 75% of employees surveyed in a Softchoice study said they would quit their job for one that offered remote work. 1
- Here's another: in a survey by TINYpulse, remote employees reported that they were happier than non-remote employees and also felt more valued within their role.1


## MISCONCEPTIONS ABOUT REMOTE WORK

- Distracted Drivers and Distracted Workers
  - Friday at Claude's
- Remote workers are not productive
  - Wow that was quick!
  - Worst date ever!
  - Your at work early!
- Remote Work Makes Communication Difficult 1

### OOPS THE CAMERA IS ON...




- Should have combed my hair...and changed out of my pajamas
- Tony Stark in a Cave
- "That Man's Playing Galaga" you know I'm right
- Perhaps there is another way I can convince you that I am productive
- Blockchain my life

### AT LEAST TWO OF THE SEVEN HABITS



Urgent Important      Important Not-Urgent      Not-Important Urgent      Not-Urgent Not-Important

### WHAT MUST BE DONE


- Read and Reply to Emails 
- Answer/ Return Phone Calls 
- Client Contacts—Make them Commute to Your Office?...or quality screen share
- Create, Manage and Complete Projects
  - Blockchain 
  - Group Input on Projects
  - .....Thoughts?

### ADDING ON THE 7 HABITS TO OFFICE 365

- Incoming email or call
- Turns into a project
- ...and a meeting
- Need to add documents to be reviewed
- Resulting in a decision to add staff to manage the project
- Introducing You to New People (contacts)
- By tomorrow morning you will have forgotten all of this
- An you have about 100 other things that you need to do...and take snacks to your child's soccer game.

### THE EMAIL

- Determine whether it is




Urgent Important      Important Not-Urgent      Not-Important Urgent      Not-Urgent Not-Important

### CONSIDER IT A TASK TO MANAGE


- Drag it to the task area
- Add details
- Keep it simple by adding step by step
- Give access to interested parties, boss, staff
- Assign the task
- Review the task list

### DOES THIS NEED TO GO ON THE CALENDAR

- Is there a deadline
- Would a follow up discussion be needed, when and who will you invite
- Or will the standard time be sufficient



### DISCUSSION THE CALENDAR



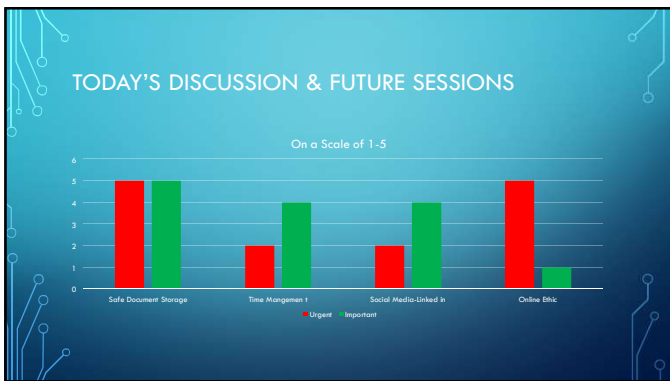
Monday	Tuesday	Wednesday	Thursday	Friday
Green	Red	Green	Red	Green
Green	Green	Green	Green	Green
Green	Green	Green	Green	Green
Red	Green	Green	Green	Green
Red	Green	Red	Green	Green
Yellow	Yellow	Yellow	Yellow	Green
Blue	Green	Blue	Yellow	Green

### CONTACTS

- Ask that they email you their contact data
- If a person that will promote your professional services, as they allow you to wish them a happy birthday ( month and year) or just month.
- Add them to linked and make a note in their contact file about
  - Work history
  - Education
  - Volunteerism
  - Family
  - Favorite Drink at Starbucks

### SUMMARY DISCUSSION -- DEMONSTRATING REMOTE PRODUCTIVITY THE ETHICS PRISM OF CRESSY / SOUTHERLAND

- Remote Work Pro and Cons
- Disclosing Productivity (ACCESS)
- Protecting Client Data (ACCESS)
- Happy Employees (RATIONALIZATION)
- Embracing Roles (HEAVY NEED)
  - About Company Policy
  - Hours worked
- What are the odds (HEAVY NEED)



### REFERENCES

- 1 <https://remoteyea.com/blog/what-is-remote-work>
- 2 <https://www.frankincovey.com/the-7-habits.html>