RESOURCES GUIDE
Inclusion Everywhere: Remote Working

Books

The Year Without Pants: WordPress.com and the Future of Work
by Scott Berkun
The force behind WordPress.com is a convention-defying company called Automattic, Inc., whose 120 employees work from anywhere in the world they wish, barely use email, and launch improvements to their products dozens of times a day. With a fraction of the resources of Google, Amazon, or Facebook, they have a similar impact on the future of the Internet. How is this possible? What’s different about how they work, and what can other companies learn from their methods?

Great Mondays: How to Design a Company Culture Employees Love
by Josh Levine
Great Mondays identifies the six key components of workplace culture, illustrating their connection to one another and explaining how they drive an organization’s ability to find, keep, and support the best employees. Learn how to create a great culture, even when working remotely.

by Kirsten Janene-Nelson and Lisette Sutherland
Sharing powerful advice gleaned from professional experience, extensive research, and interviews with workers and manager/owners around the world, Work Together Anywhere sets out a complete blueprint for optimizing team success.

Back to Human: How Great Leaders Create Connection in the Age of Isolation
by Dan Schawbel
Back to Human explains how a more socially connected workforce creates greater fulfillment, productivity, and engagement while preventing burnout and turnover. New York Times bestselling author Dan Schawbel guides the next generation of leaders to create a workplace where teammates feel genuinely connected, engaged, and empowered to grow strong interpersonal skills rather than relying on technology.

Podcasts, TED talks & videos

General Working Remotely Tips & Advice:

WeAreVirtual: Remote Working – Surviving and Thriving (Podcast)
by Mari McHaffie
Hear from Mairi McHaffie, a personal impact expert, offers ways to self-manage and stay positive while managing challenges of working remotely.
Podcasts, TED talks & videos

General Working Remotely Tips & Advice: (contd.)

How to Create Meaningful Connections While Apart (TED Talk)
by Priya Parker
Author Priya Parker shares tools for creating meaningful connections with friends, family, and coworkers during the coronavirus pandemic -- and shows how we can take advantage of gatherings that are unique to this moment of social distancing.

One Hour of HQ Coffee Shop Background Noise
Ambient background noise to help you pretend you're at the office.

Why Your Internet Sucks (TW: Language)
By: Patriot Act with Hasan Minhaj
Even though the Internet is considered a basic human right by the UN, many poor and rural communities across the US are still left with little to no access to broadband networks.

Managing Stress:
The Long and the Short of It (Podcast)
by Peter Shepherd and Jen Waldman
A podcast episode on choosing optimism.

Some Good News (Video Channel)
by John Krasinski
A YouTube channel in which John Krasinski highlights some good news from around the world. Yes, this is the one with the surprise Hamilton performance on a Zoom call.

Staying In (Podcast)
by Kumail Nanjiani and Emily V. Gordon
A limited series podcast to help you cope with life indoors during this unprecedented time. Kumail and Emily share their experience in self-quarantining (because of Emily’s condition), experience in working from home, and experience consuming media.

Accept Who I Am (TED Talk)
by Butterscotch
Firing off her formidable beatboxing skills, musician Butterscotch serenades and shares pieces of her own story as a shout out to those struggling through dark times.

Brené Brown on Empathy (Video)
by Brené Brown
What is the best way to ease someone’s pain and suffering? Dr. Brené Brown reminds us that we can only create a genuine empathic connection if we are brave enough to really get in touch with our own fragilities.
Podcasts, TED talks & videos

Managing Stress: (contd.)

**The Call to Courage (TV Show)**
by Brené Brown
With humor and empathy, Brené Brown discusses what it takes to choose courage over comfort in a culture defined by scarcity, fear and uncertainty.

**Unlocking Us (Podcast)**
by Brené Brown
Conversations that unlock the deeply human part of who we are, so that we can live, love, parent, and lead with more courage and heart.

**Checking In (Podcast)**
by Susan David
Regain control in an unpredictable world; Learn why our routines are so important to our wellbeing, and how there are ways we can exercise control even during unpredictability.

**On COVID-19:**

**How Will People with Disabilities Deal with the COVID-19 Lockdown? (Podcast)**
by Nastasia Campanella
Some people living with a disability need around-the-clock care from support workers. Advocates say they're not being given enough guidance on how people with disabilities can protect themselves from the virus.

**Alone Together (Podcast)**
by This American Life
This week, as the staff creates the episode from their apartments and houses sharing a collection of family stories.

**A Pod From Both Our Houses (Podcast)**
by Wesley Morris and Jenna Wortham
During this unprecedented time in our lives, the podcast hosts talk routines, dreams, and what's on their screens.

**In the Bubble (Podcast)**
by Andy Slavitt
Andy, former Acting Administrator of the Centers for Medicare and Medicaid Services, is joined each week by leading scientists, cultural icons, and political leaders to try to help us process, understand, and adjust to the changes around us.

**The Test (Podcast)**
by This American Life
The coronavirus has now fully arrived in the United States. This week, stories of people trying to rise to that challenge, in some pretty extreme situations.
Podcasts, TED talks & videos

On COVID-19: (contd.)

Six Feet Apart (Podcast)
by Alex Wagner
Six Feet Apart with Journalist Alex Wagner will offer a window into the hidden worlds of this pandemic: the chaos and fear, the resilience and innovation.

Coping with COVID: How to Manage Remote Employees (Video)
Tips from the Ottawa Business Journal on managing employees near and far.

Blogs, press and websites

General Working Remotely Tips & Advice:

Inside – A Guide
Josie George, someone with chronic illness, offers the benefit of her experience as to how to make being stuck inside your house a more positive experience.

Forbes Careers Newsletter: Working Remote
This is a guide with expert tips for working from home and managing a remote workforce as many businesses quickly implement remote-work policies to minimize business disruptions.

7 Weird Ways To Help Combat 'Hermit' Habits As A Remote Worker
To stave off that “stuck” feeling when working remotely, here are a few quirky, small-yet-mighty, perhaps even weird, ways to inject fun, happiness, and socialization into your day.

8 Tips To Make Working From Home Work For You
Millions of people are adjusting to working from home; here are some tips on how to make remote work as effective as possible.

How to Spring Clean your Way to a Less Stressful Remote Workspace
The additional clutter that accumulates on and in your workspaces only adds to the chaos. If you’re feeling the burden, try some of these tips.

Full Time Remote Working
Lessons from an Expedia Group Senior Developer after three years of 100% remote working.

Disabled People Have Worked Remotely for Years & They’ve Got Advice for You & Your Bosses
Disabled people who work from home share their tips, as well as their hopes that, once the pandemic is contained, businesses will have learned the benefits of telework and will be more willing to make it available.

Learnings from Remote Experience: Work It Like a Deaf Person
Leah Katz-Hernandez shares best practices on inclusive work-from-home meeting strategies, based on her experience as a deaf person.
Blogs, press and websites

General Working Remotely Tips & Advice: (contd.)

How to Stick to a Schedule When You Work From Home
Remote work offers great flexibility, but it can also remove the structure that holds your days together. Here are some tips to maintain normalcy from The New York Times.

Work From Home Best Practices
A succinct document from BlueJeans offering tips for working from home and teleconferencing.

Remote Work Tips from Facebook
Remote work can be challenging, but it can also be productive and fulfilling. Here are a few things to keep in mind when you’re working remotely, from Facebook.

The Restorative Power of Ritual
Rituals, it turns out, are a powerful human mechanism for managing extreme emotions and stress, and we should be leaning on them now.

How Our Remote Team Manages Collaboration Across 9 Time Zones
With a remote team spread across the globe, as every day ends somewhere, a day begins somewhere else. This article offers pros, cons, and tips.

Managing Stress:

A Trauma Psychologist Weighs in on the Risks of ’Motivational’ Pressure During Quarantine
A trauma psychologist from Beirut weighed in on this idea that we should be extra productive right now, and she didn’t mince words. Alaa Hijazi’s Facebook post has been shared 19,000 times, so people are clearly appreciating her wisdom.

Mental Health and Remote Work
Risks of remote working: isolation and burnout; and how to mitigate these challenges.

The Discomfort You’re Feeling is Grief
David Kessler, the world’s foremost expert on grief, shares his thoughts on why it’s important to acknowledge the grief you may be feeling, how to manage it, and how he believes we will find meaning in it.

In Stressful Times, Make Stress Work for You
Research shows we can actually use stress to improve our health and well-being. Here’s how.

5 Ways to Manage Stress During the Coronavirus Outbreak
Information is rapidly changing and can be confusing, overwhelming and even scary. You may experience fear and spikes in anxiety. But even if you’re managing your anxiety levels well, there’s still so much more to deal with.
Blogs, press and websites

Tips for Parents:

**Now is the Perfect Time to Lower the Parenting Bar**
An irreverent, non-sugar coated, guide to setting realistic expectations for parents working from home during this crisis.

**Got Kids? Try these 11 Quick Tips for Working from Home While They’re with You**
A guide to help you come up with the best work-at-home plan you can, while acknowledging it won’t go as smoothly as anyone hopes.

**Figuring Out Work and Family in the Age of Coronavirus**
Two journalists with five children between them have an honest discussion about what the last few days have been like.

**Here’s What Parents Dealing With Coronavirus Isolation Want You To Know**
Everything that was once simple feels difficult, and everything that was already difficult feels impossible.

**Israeli Mom’s Rant About Coronavirus Lockdown With Kids Goes Viral**
An Israeli mother of four has unleashed a hilarious — but relatable — rant on video about having her kids home all day, yelling that “if we don’t die from the coronavirus, we’ll die of distance learning.”

**45 Tweets From Parents About Social Distancing With Kids**
Every parent could use some humor - here are some tweets from parents about the sometimes comical reality of hunkering down at home with kids.

**Working at Home as a Single Parent During Coronavirus**
Single parents might have the greatest burden of any temporarily remote worker. These tips can turn this difficult situation into one that’s rife with professional efficiency, family bonding, and positive experiences.

**5 Tips To Balance Remote Working While Your Family Is Also At Home**
This article covers some of the ways that working parents can balance their work with their families.

**8 Tips for Working From Home With Kids During COVID-19**
Yale experts share strategies for managing home life in a time of social distancing and self-quarantine.

Managing Remote Teams:

**How to Manage Cultural Differences in Remote Work**
A short list of tactics you can use to manage cultural differences and make your team stronger.
Managing Remote Teams: (contd.)

The 5 C’s of Great Leaders
Want to be a stronger leader? Build a stronger team on these five principles.

3 Tips for Boosting and Managing Diversity in the Workplace
Diversity in the workplace provides a competitive advantage. But knowing that you need a diverse workforce is not the same as understanding how to manage diversity.

This piece, from Trello, offers tips, strategies, and advice from the world’s leading companies to help empower a productive and collaborative remote team.

If Leaders Learn Just One Thing During This Pandemic This Should Be It
Your people are seeing their world through a new lens. And, as a leader, you better be prepared to understand what your employees might see.

How to Build a Strong Company Culture (Even When You All Work From Home)
Your whole team may now work from home, but company culture is as vital as ever. If you maintain a culture of trust and empathy, it will strengthen the backbone of your company.

4 Tips From a Manager of Remote Workers
While you might imagine that remote work comes with a whole new set of management challenges, the truth is many of the same management principles hold true.

How To Better Support Remote Workers Who Are Single Or Have Families Without Children
This article details how you can address the four main challenges that uniquely impact families composed of one or two adults, especially as they work from home.

A Guide to Managing Your (Newly) Remote Workers
As much as remote work can be fraught with challenges, there are also relatively quick and inexpensive things that managers can do to ease the transition.

Remotely manage your team
A professional relationship takes as much dedication and fine-tuning as a romantic relationship for it to work. This goes double for the ever-growing trend of remote working.

People Leader Resilience Playbook
Imagine if a year or two from now we looked back on this situation and told the stories of how we came together as a team in our companies, our community, as a nation, and as members of this planet. This playbook will help get us there.
Managing Remote Teams: (contd.)

How to Be an Inclusive Leader Through a Crisis
Organizations are much more likely to be innovative in the face of this crisis if they seek input from a diverse group of employees who approach problems from a variety of perspectives.

LGBTQIA+ COVID-19 Resources:
Concerns for LGBTQI People in Unsafe Homes During COVID-19 Lockdown
Queer and trans support organisations are concerned about the impact lockdown is having on some of the country’s most vulnerable communities.

#StayInForLGBT
LGBT people share their top tips for staying busy during lockdown.

UK Black Pride is Postponed – But it’s Vital for LGBTQ+ Community to Stay Connected During Lockdown
How to support the LGBTQ+ community during this difficult time.

‘There’s Always a Rainbow After the Rain.’ Challenged by Coronavirus, LGBTQ Communities Worldwide Plan Digital Pride Celebrations
To overcome isolation in the LGBTQI+ community, the world’s biggest international Pride networks are organizing a “Global Pride” to be celebrated online, including contributions from international Prides, speeches from human rights activists, workshops, and more.

General COVID-19 Resources:
Working from Home During the Coronavirus Pandemic: What You Need to Know
Whether you’re a first-time telecommuter struggling to be as productive from your couch as you are from your cube, or a manager looking for ways to keep your newly remote team engaged, here’s everything you need to know about working from home during the coronavirus pandemic.

5 Things to Know about Coronavirus and People with Disabilities
The COVID-19 coronavirus outbreak has everyone spooked, but one group in particular faces additional risks and consequences, as well as anxieties: people with disabilities and or chronic illnesses.

Global Lockdowns Resulting In ‘Horrifying Surge’ In Domestic Violence, U.N. Warns
United Nations Secretary-General António Guterres, citing a sharp rise in domestic violence amid global coronavirus lockdowns, called on governments around the world to make addressing the issue a key part of their response to the pandemic.

Coronavirus: Five Ways Virus Upheaval is Hitting Women in Asia
Crisis always exacerbates gender inequality.
Blogs, press and websites

General COVID-19 Resources: (contd.)

As Cities Around the World Go on Lockdown, Victims of Domestic Violence Look for a Way Out
Her abuser has threatened to throw her out onto the street if she starts coughing. She fears that if she leaves the house, her husband will lock her out.

A New Covid-19 Crisis: Domestic Abuse Rises Worldwide
Movement restrictions aimed to stop the spread of the coronavirus may be making violence in homes more frequent, more severe and more dangerous.

I’m Disabled and Need a Ventilator to Live. Am I Expendable During this Pandemic?
Time and ventilators are scarce, but we have the creativity, moral courage, and collective power to shape a world that has space for all of us.

Important Resources from the National Center for Transgender Equality
This list of resources is most specifically aimed at transgender folks, but it includes a wealth of LGBTQIA+ resources for mental health, financial assistance and workers’ rights, resources for families and immigrants, etc.

An Update on Gender Affirming Care During the COVID-19 Pandemic
A short article and list of resources from the Human Rights Campaign focusing primarily on transgender and gender diverse people, families and communities.

Working Remotely During COVID-19: Your Mental Health and Well-Being
Working from home requires extra structure, intention and care. In person, there are continuous opportunities to gather context, clarify intentions and adapt to each other’s needs. The tips and resources in this toolkit are here to help you do your best work, wherever you’re working.

5 Ways to Help Teens Manage Anxiety About the Coronavirus
Adults can help by making sure adolescents don’t overestimate the dangers or underestimate their ability to protect themselves.

Mental Health and COVID-19 - Information and Resources
This is a range of resources and information for a number of different communities including older adults, caregivers, parents, domestic violence survivors, LGBTQIA+ individuals, and veterans.

Reducing Stigma from the CDC
Public health emergencies, such as the outbreak of coronavirus disease 2019 (COVID-19), are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma toward people, places, or things.