A Step-by-Step Process For Running a Fully Remote Company

Everyone always has a lot of questions about how we got here and how the whole remote work thing…works. Here's a look at some of the most important steps for running a fully remote company.



- [ ] Trust your team.
- [ ] Utilize the right tools.
  - [ ] Communication tool like Slack
  - [ ] Project management tool like Trello
  - [ ] Development team tool like Jell
  - [ ] Collaboration tools like Google Docs/Sheets/Hangouts
  - [ ] Analytics tool like Databox
  - [ ] Meeting tool like Zoom
  - [ ] Payroll/HR hub like Zenefits
  - [ ] Customer Service platform like Hubscout
  - [ ] Password management software like 1Password
- [ ] Build your culture.
  - [ ] Encourage socializing through online messenger.
  - [ ] Host "photo Friday" company group chat.
  - [ ] Start every meeting by checking in with teammates.
- [ ] Embrace diversity.

- [ ] Don't limit hiring to your physical location.
- [ ] Hire customer support team members from different timezones (that way you have coverage around-the-clock!).
- [ ] Prioritize work/life balance.

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