

# 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.

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Utilize the right tools.

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Communication tool like Slack

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Project management tool like Trello

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Development team tool like Jell

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Collaboration tools like Google Docs/Sheets/Hangouts

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Analytics tool like Databox

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Meeting tool like Zoom

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Payroll/HR hub like Zenefits

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Customer Service platform like Hubscout

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Password management software like 1Password

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Build your culture.

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Encourage socializing through online messenger.

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Host "photo Friday" company group chat.

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Start every meeting by checking in with teammates.

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Embrace diversity.

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Don't limit hiring to your physical location.

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Hire customer support team members from different timezones (that way you have coverage around-the-clock!).

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Prioritize work/life balance.

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