

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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