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.