



Section 8: Remote Work & Digital Presence

Chapter 1: Leading Yourself Remotely

Remote work gives you flexibility, but it also demands more self-direction. Staying focused and aligned without office structure or constant check-ins is up to you. This exercise is about tuning into your habits and creating one simple practice to lead yourself more intentionally each week.

Goal:

Reflect on how you manage your time, focus, and mindset in a remote setting - and build one self-leadership habit to support your growth.

Exercise: Self-Leadership Habit Builder

Take a few minutes to reflect on your current routine:

What helps you stay focused and accountable when no one's checking in?

Where do you tend to drift, procrastinate, or blur your boundaries?

How are you currently checking in with yourself emotionally during the week, if at all?

Now turn your reflection into action. Choose one small habit to support your growth this week.

Try something like:

- A 5-minute daily reflection on what went well and what didn't;
- A weekly "done list" to track progress instead of just tasks;
- A Friday check-in: Did I stay aligned with what matters most?

Write your intention below:

This week, I'll support my self-leadership by...

Chapter 2: Digital Boundaries Builder

Remote work can quietly erode your focus and energy if you don't protect them. Notifications, blurred hours, and the pressure to be always available can wear you down fast. This exercise helps you reset those habits and rebuild intention.

Goal:

Set one clear digital boundary to protect your time, attention, and energy, and communicate it.

Exercise: Set a Digital Boundary

Before you make a change, take stock of where your energy is leaking and reflect on the digital habits that may be working against you.

What digital habits are wearing you down lately?

Where do you feel pressure to be "always on"?

When was the last time you truly disconnected?

Now choose one clear boundary to protect your time and energy, and follow through with intention. It could be:

- Logging off at a set time;
- Silencing notifications during focus hours;
- Creating a short "end-of-day" shutdown ritual.

Take a moment to decide how you'll communicate this boundary. Even a quick heads-up to one person can create accountability.

Write it here:

This week, I'll set this boundary...

and let others know by...

Chapter 3: Virtual Meeting Reset

Meetings can be energizing or draining. And in remote work, their impact multiplies. The good news? You don't need fancy tools to improve them. Just a little clarity, structure, and intention can go a long way.

Goal:

Reflect on your meeting habits and commit to one meaningful improvement.

Exercise: Improve a Virtual Meeting

Consider a recent virtual meeting: This reflection will help you make your next one more productive and energizing - even if you're not the host.

What worked well in terms of structure or energy?

What felt off, or like a waste of time?

Did you contribute meaningfully, or mostly stay quiet?

Now, choose one small improvement to try next time:

- Clarify the goal at the start;
- Invite quieter voices to speak;
- Send a short recap with next steps.

Next time I join or run a meeting, I'll improve it by...

Chapter 4: Visibility Without Burnout

In remote settings, your work doesn't always speak for itself. But constantly "performing" to be seen can lead to burnout. The key is showing up for the work that matters, not trying to be everywhere at once.

Goal:

Choose one healthy visibility habit that reinforces your value without overwhelming you.

Exercise: Visibility & Influence Planner

Take a moment to reflect on how visible your contributions are - and whether that visibility is sustainable.

Do the people you work with know what you're best at?

Are you being recognized for the work that matters most to you?

Have you taken on too much just to "stay visible"?

Now choose one visibility action to try this week:

- Share a quick project update;
- Mention a recent win in a meeting;
- Say no to something that doesn't align with your goals.

This week, I'll take this visibility action...

Why it matters to me...

What result I'm hoping for...