

How to Work Remotely: Work Effectively, No Matter Where You Are

Gemma Dale

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Gemma Dale outlines strategies for thriving in a remote or hybrid workplace in *How to Work Remotely*.

Following a global crisis that revealed that many jobs could be performed remotely, some workers relished the opportunity to return to the physical office, while others still work from home or have established hybrid schedules. With this context, Dale details the pros, cons, and potential pitfalls of work-from-home situations for both workers and managers. She also offers tips for making the most of working from home or hybrid work.

Issues of work-life balance and personal well-being are discussed, as are ways of making connections with one's coworkers. The latter, Dale notes, would occur naturally in an office; it doesn't always happen easily when workers are remote.

The book includes thoughtful self-reflection questions via which workers can determine whether remote or hybrid working would be most beneficial to them. Managers can use other questions to evaluate their potential hires, probing their experiences with, and facility at, remote work.

Throughout, Dale encourages people to re-envision work life: in the future, work might not take place in the same location, or at the same time that their coworkers are working, either. Still, it can be effective for companies and rewarding for employees. Work, she says, shouldn't be labeled by where it is performed: instead of "remote work" or "hybrid work," it will all just be work. Her vision stands to empower workers to complete tasks when and where it is best for them; it encourages managers to coach their employees to meet their goals however they see fit.

How to Work Remotely is a forward-looking career book that promotes autonomy, flexibility, and creativity with work. It emphasizes developing a working situation that is best for the worker—one not tied to traditional 9-to-5 offices.

SARAH WHITE (July / August 2022)

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