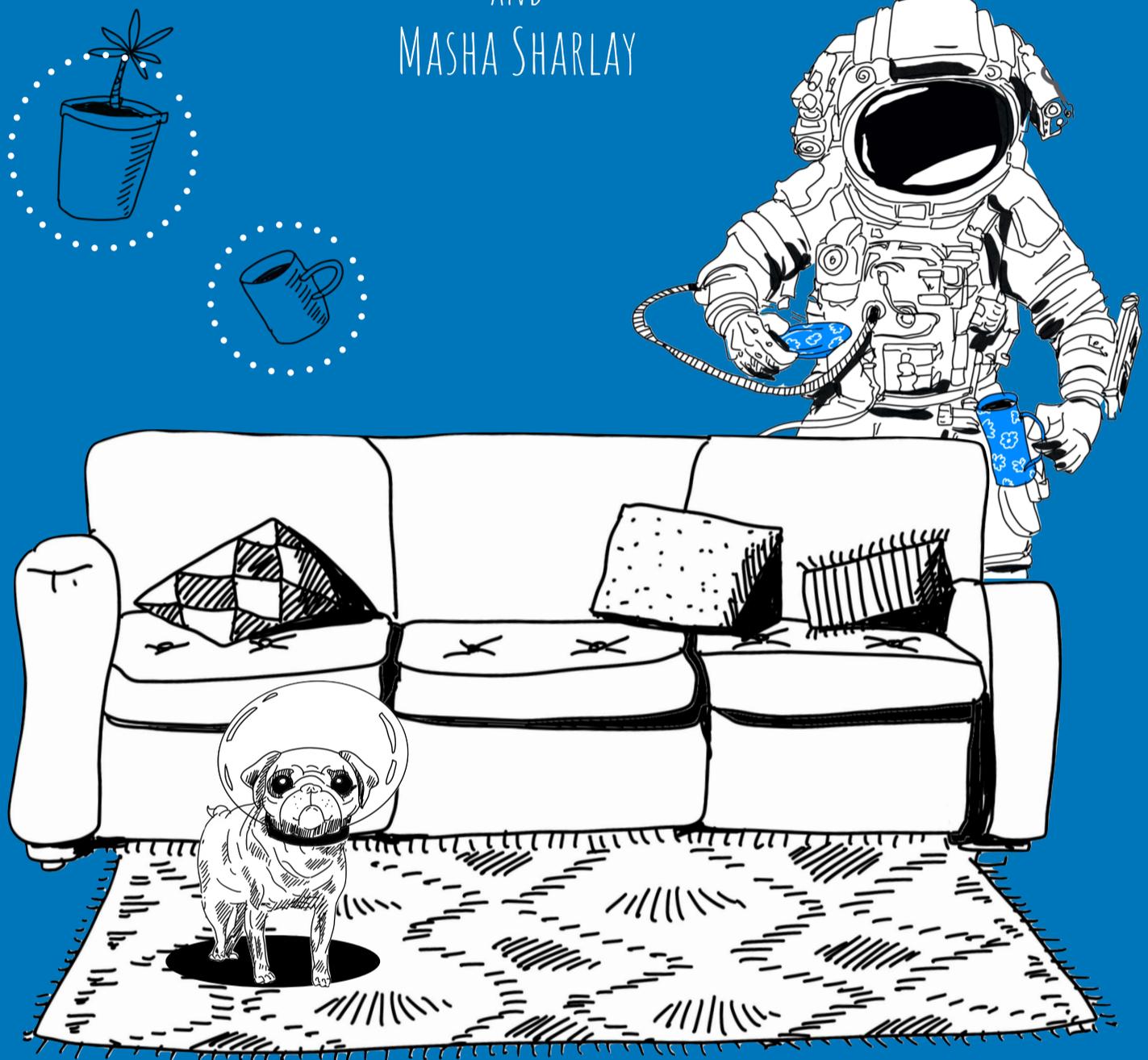


INNA MAKOTERSKA
AND
MASHA SHARLAY



HOMESTRANAUT

A GUIDE TO HELP MANAGING YOUR TEAM REMOTE
WORK WHILE SELF-ISOLATED AND QUARANTINED

Inna Makoterska an Masha Sharlay

© HOMESTRANAUT

All rights reserved, No part of this guide may not be reproduced in any form. For further information regarding this guide contact at hello@homestranaut.com.

ISBN 978-617-7822-73-7



Yes, we have a real ISBN and barcode. We weren't kidding about the book.

CONTENTS



1.....	What is going on?	7
	• Coaches	9
	• «Scramble» situation	10
	• Stages of Teams transformation	11
	• Psychological 'orbits'	12
2.....	Countdown	
	Adapting to changes	14
	• 5 levels of focus	15
	• Growth mindset	18
3.....	Houston, we have a problem	22
	• Common information space	24
	• Be there for the team	25
	• Q&A	25
	• Share the results	26
	• Town halls	28
4.....	Zero gravity routine	33

CONTENTS



4	• Evacuation and landing 34
	• Remote Company Charter 34
	• Remote Team Charter 35
	• Daily check-ins and check-outs 41
	• Self-organisation 45
5	Habit of collecting evidence.
	Running effective meetings
	and leaving digital footprints 51
	• Decide if a meeting is necessary 52
	• Meeting preparation 53
	• Actual meeting 55
	• After meeting 59
	• Useful techniques 61
6	Building muscles. Speed of
	analysis, feedback and
	change 65
	• Feedback 65
	• Retrospective 69
7	Expedition. Building a culture of
	psychological safety and trust 80

CONTENTS



7	• SCARF model	81
	• Team mood temperature	83
	• Elephant, dead fish and vomit	84
	• Stinky Fish	85
	• Hindrance trap	86
	• Homestranaut with kids	87
8	Cooler. Overcoming social isolation	95
	• Fika	96
	• Flashmobs	96
	• Book Club	96
	• Club $\frac{3}{4}$	97
	• Colouring book	97
	• Recognition	98
	• Question Friday	100
9	Soft landing. Getting back to normal	102
10	Epilogue	107
	• References	108
	• Dedications	109

HOMESTRANAUTS — A GUIDE TO HELP MANAGING YOUR TEAM REMOTE WORK WHILE SELF-ISOLATED AND QUARANTINED

All of a sudden, every single company, team and business are forced to isolate themselves. We assume this specific experience is not going to end in a couple of weeks. We can see that the greatest companies, who previously described remote work as non-productive, now express their wish to keep practice fully or partly remote work practice later on. Likewise, we invite you to adopt these new standards and learn how to be more effective at work in the new conditions.

To get things going, you don't need the encyclopedia with the collected wisdom of 30 years, spent working remotely. You need a guidebook with all the vitally important information compiled in it, like in the health and safety policy manual.

Astronauts call this guide one-pager, it is a set of critically needed information, written down on one piece of paper. They distill dozens of pages with crucial data down to a small booklet and take it to their workplace at the space station. Our guide consists of one-pagers, giving advice about working with the team in terms of self-isolation and crisis.

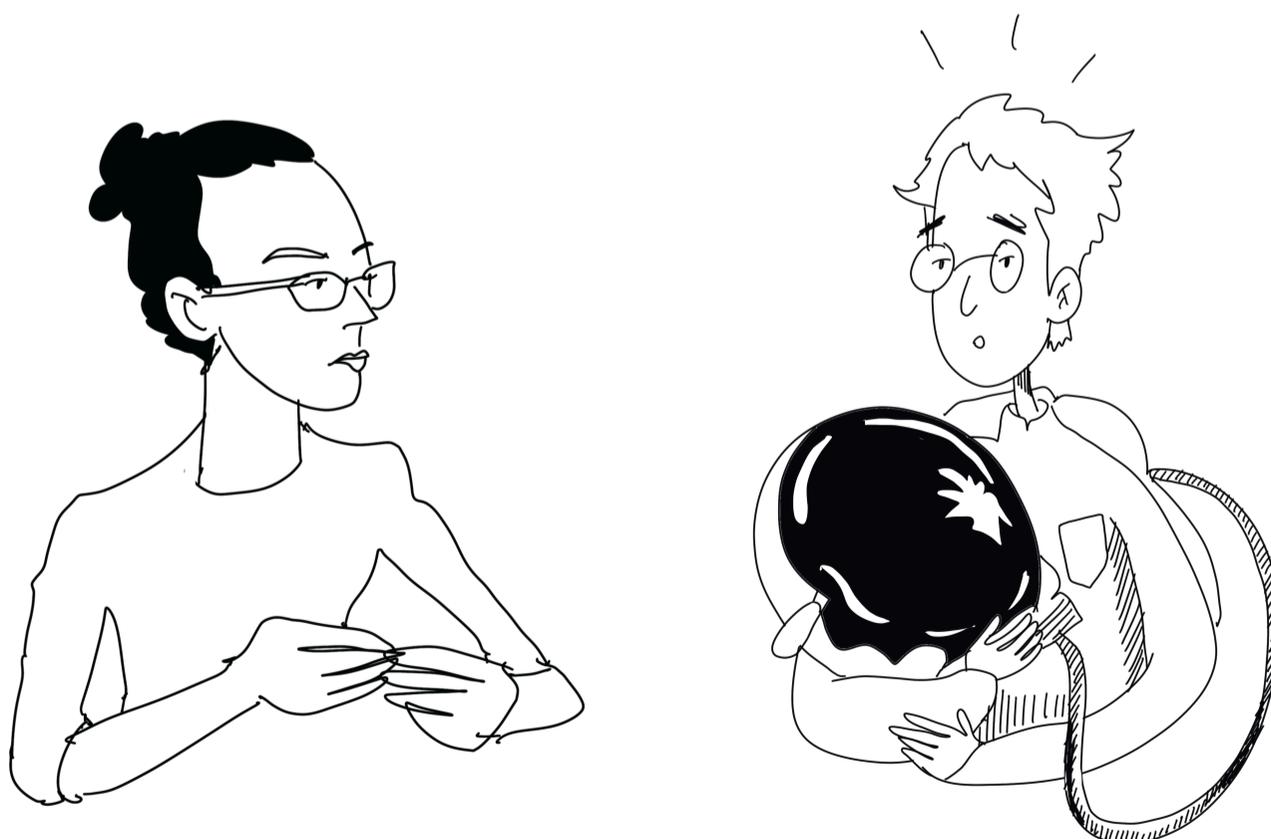
Who is this guide for? The guide is for everyone, who is forced to embrace remote working. For everyone, who wants to develop remote team management skills and get powerful self-organization tools.

For everyone, who has no time for research on how to engage in effective remote work and wants to know proven methods. For everyone, who was caught by surprise with self-isolation and the word 'remote'.

We hope you will find this gathered information and experience helpful to you in a world of global self-isolation and remote work 24/7.

Take good care of yourself.

Inna Makoterska and Masha Sharlay



WHAT IS GOING ON?



1

WHAT ARE WE FACING AND WHAT SHALL WE DO?

Somebody stopped you on the street, put you in a spacesuit, commanded you to stay in the shuttle cabin and sent you into outer space. Today feels like a nightmare come true. The quarantine and the world crisis did not give you much of a chance to get yourself ready for the period of remote work in terms of self-isolation. You were just thrown out into space without any prior notice (or more precisely, thrown into the enclosed space of your own home). You barely had time to think it all over and give it a little practice.

We believe that the conditions of work we currently find ourselves in are quite similar to an astronaut's experience. We used this metaphor along with the real cases to provide all the important information for the forthcoming period of extraordinary working conditions.

We thought that during the global quarantine on Earth all self-isolated people turned into homestranauts. Just like astronauts, but at home. Both homestranauts and astronauts share the same abilities of working in self-isolation mode, communicating through the screens 24 hours a day and withstanding mental and physical pressure for a long period of time.

COACHES



INNA MAKOTERSKA:

- The Order Expert
- Organizational Design and Development Consultant
- Co-founder of [I+J Consulting Agency](#)
- Course author and lecturer at LABA, KAMA

CHRIS HADFIELD'S BOOK

- Canadian astronaut
- [Author of 'An Astronaut's Guide to Life on Earth'](#)
- A person who knows all about self-isolation experience and eagerly shares his knowledge on Twitter and media.



HOMESTRANAUT MASHA:

- Author of texts
- Illustrator
- The collective character of those who were not preparing for remote work
- Learns to work in new conditions

WHAT DOES IT MEAN TO BE IN A «SCRAMBLE» SITUATION?

Jason Fried (Basecamp CEO) suggests imagining a situation when someone throws a guitar at you (imagine any musical instrument you have never held in your life) and tells you: “Go ahead and play it!”. This is pretty much what happened.

In military discipline, this situation is called ‘scrambling’ – the quick reaction alert, immediately bringing the unit to a state of complete combat readiness. Still, the troops were being prepared to do that for months. Nobody was preparing for a scramble situation, while working in the office. We have to complete the emergency training session on fast forward.



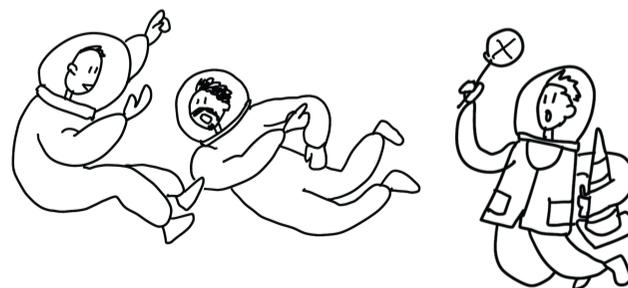
[Jason Fried's Remote Work Secrets
\(An Interview\)](#)

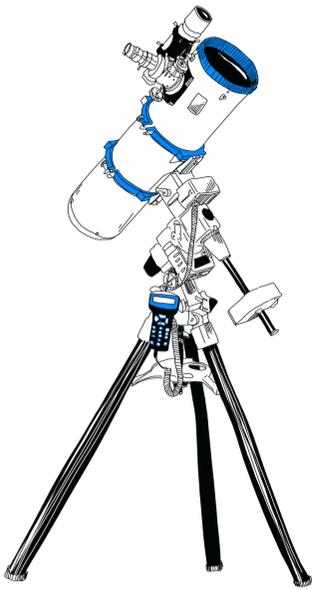
Even if you have recently worked in an established team, now you are forced to pass through all the stages of its formation again. At supersonic speed.

According to the definition of American psychologist Bruce Tuckman, the team undergoes the following stages:



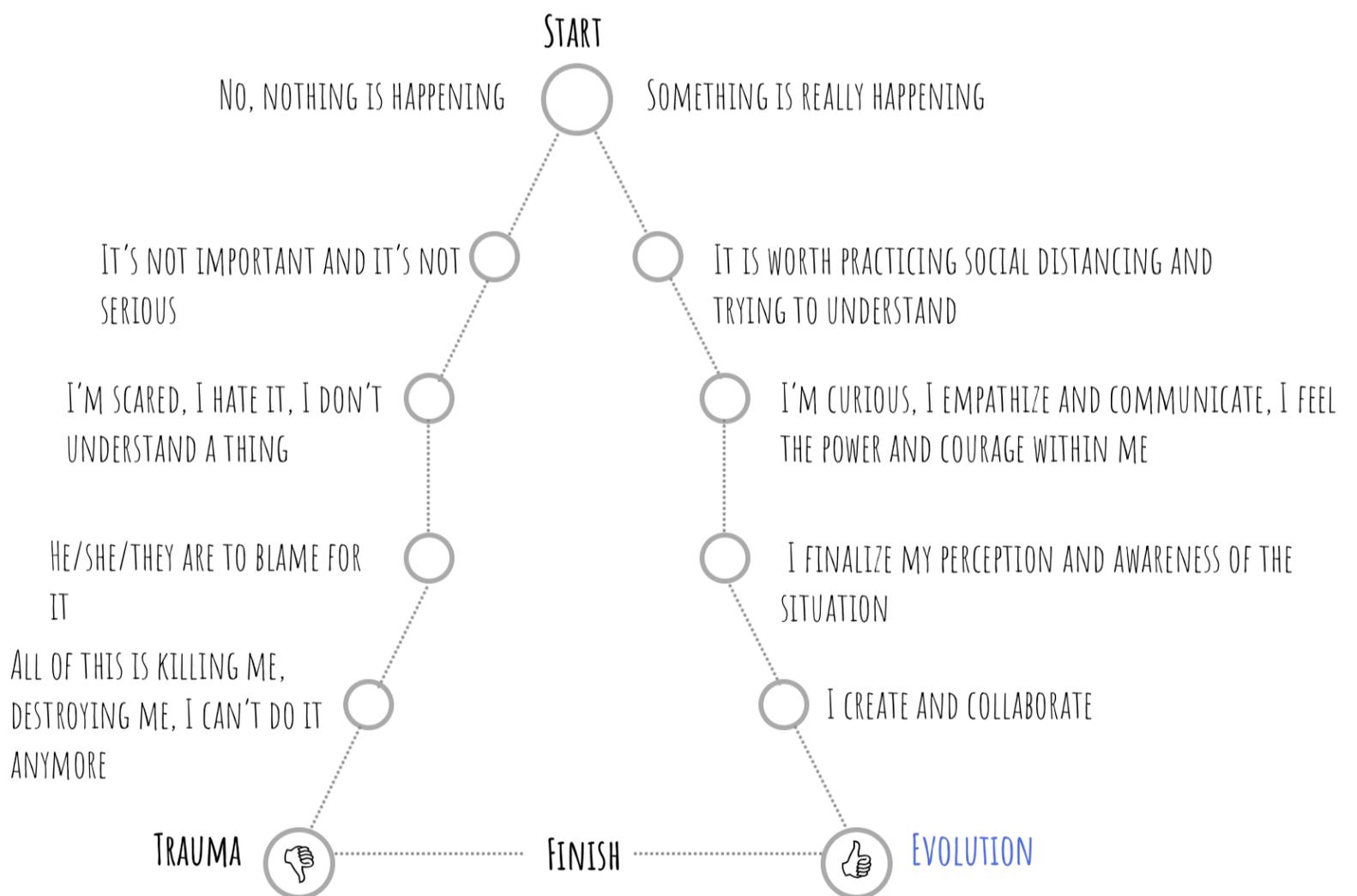
Depending on the stage you and your team is at, all familiar processes will occur differently.





There are two common psychological 'orbits' that you will travel in for the next months or longer. These are two types of human behavior and mind reactions, which can provoke crises, mental breakdowns and cause a lot of stress.

It's important to understand that each one of us cope with change in many different ways. Some follow the path of evolution, others choose trauma. Recognize the signs and symptoms of one of the states in yourself or in the member of your team.



IF YOU FEEL THAT YOU ARE GOING INTO A PSYCHOLOGICAL RESOURCE-CONSUMING TRAUMA - ALTER THE COURSE. ALSO, PAY ATTENTION TO YOUR COLLEAGUES, IF THIS IS HAPPENING TO THEM TOO - DO NOT JUST STAND ASIDE, INTERFERE AND HELP THEM CHANGE THE TRAJECTORY TO EVOLUTION ORBIT.