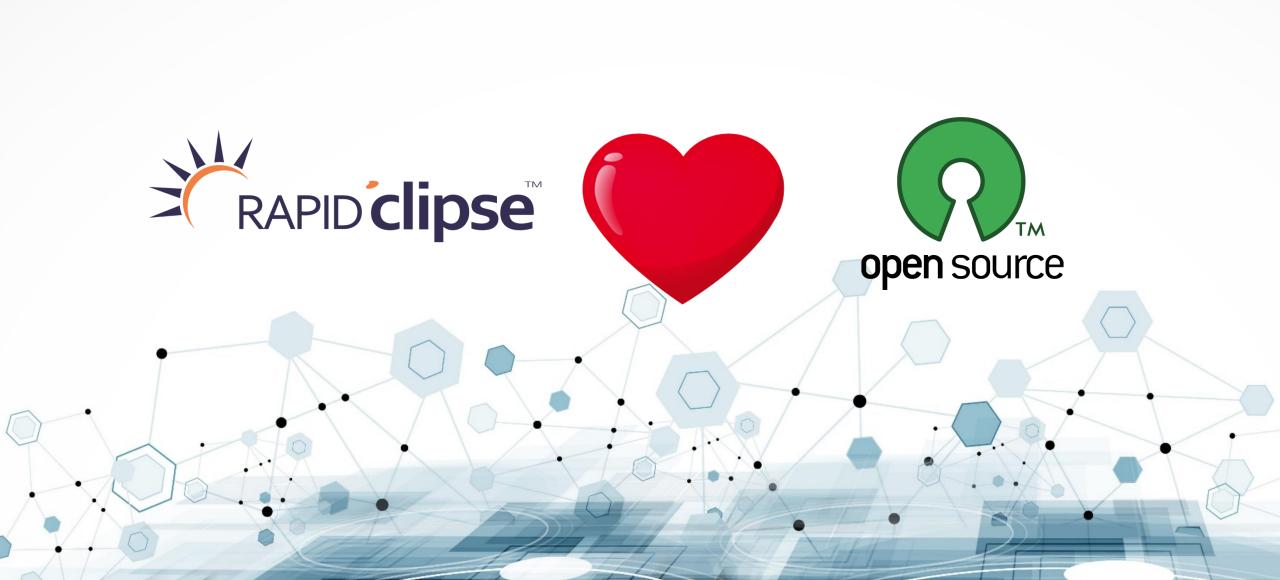
# Remote Work

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# Konferenzen / Workshops







# How to handle null

· You should use it in constructors, too

```
public class Periode {
    private final Date start;

private final Date end;

public Periode(final Date start, final Date end) {
    start = Objects.requireNonNull(start, "start must not be null");
    end = Objects.requireNonNull(end, "end must not be null");
}
```

Java APIs you should know







#### Kunden und Partner



























**Deutsche Bank** 













T··Systems·



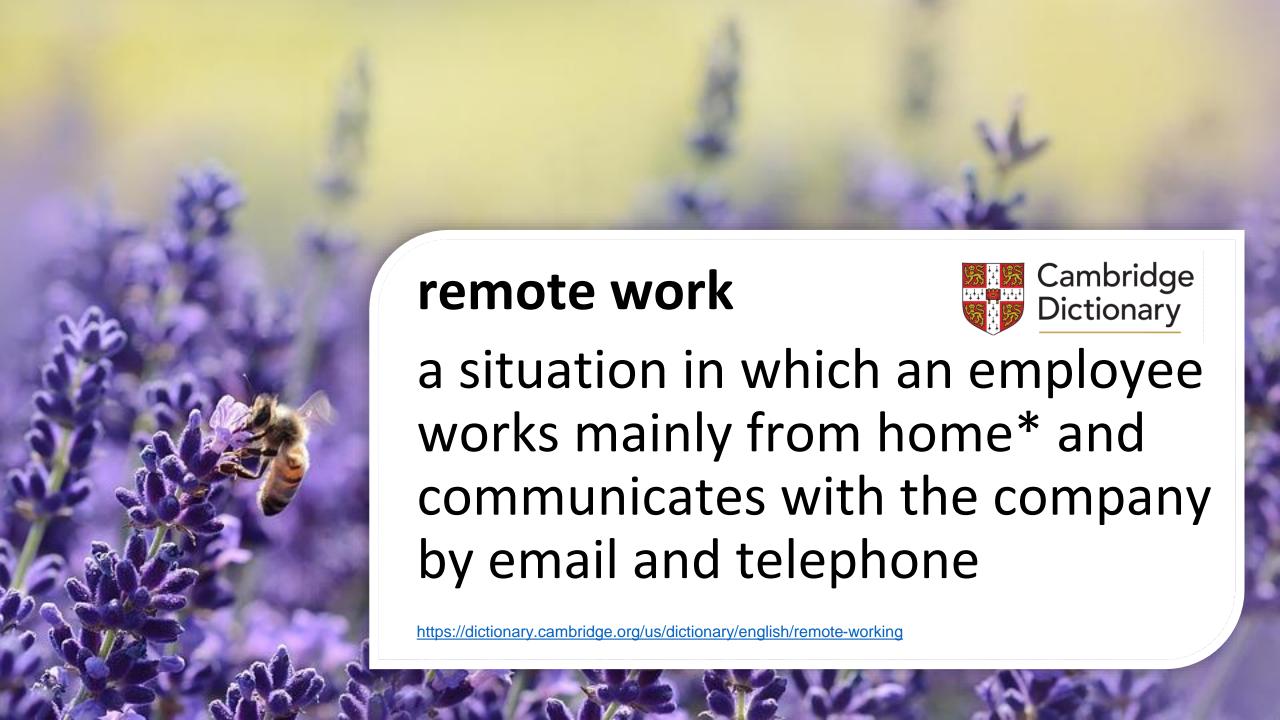
















#### Benefits

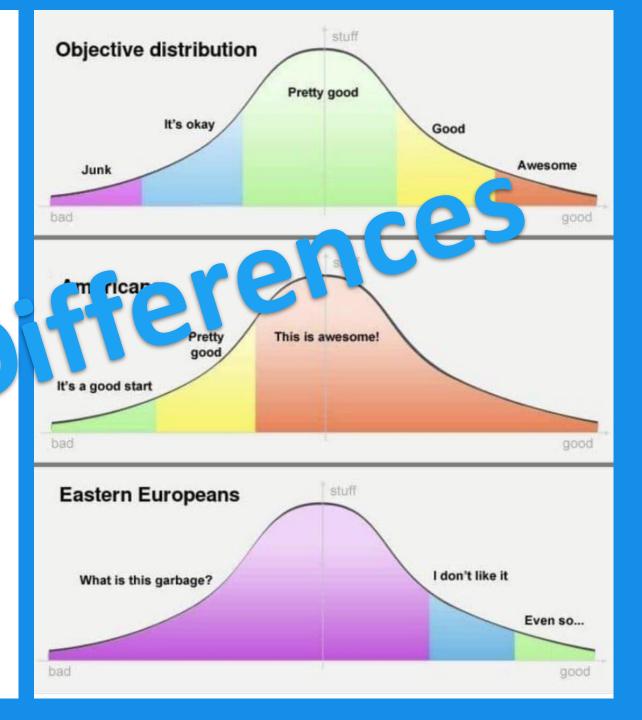
- No commute
- Responses to co-workers don't have to be real-time
  - You can respond to chats when you have a well-thought-out response
- More flexible work schedule
- Fewer interruptions from co-workers (usually)
- Less office drama
- You can optimize your workspace

#### Drawbacks

- Less human interaction
  - Harder to make friends at work
- If part of the team works in the same office, you can be left out
- Less of a "team" feel (more isolated)
- Others may be less likely to work with you on a task/problem
- Management may think they can fix other problems by having you on-site
- Interruptions from family members

#### **Anglo-EU Translation Guide**

What the British say	What the British mean	What others understand
I hear what you say	I disagree and do not want to discuss it further	He accepts my point of view
With the greatest respect	I think you are an idiot	He is listening to me
That's not bad	That's good	That's poor
That is a very brave proposal	You are insane	He thinks I have courage
Quite good	A bit disappointing	Quite good
I would suggest	Do it or be prepared to justify yourself	Think about the idea, but do what you like
Oh, incidentally/ by the way	The primary purpose of our discussion is	That is not very imp
I was a bit disappointed that	I am annoyed that	't o sn't Ily matte
Very interesting	T rea nons le	Theypressed
in mind	ve zotte	They will probably do it
sure it's my	nt's your fault	Why do they think it was their fault?
You must come for dinner	It's not an invitation, I'm just being polite	I will get an invitation soon
I almost agree	I don't agree at all	He's not far from agreement
I only have a few minor comments	Please re-write completely	He has found a few typos
Could we consider some other options	I don't like your idea	They have not yet decided



### Build a common understanding

- Have information transparent for everybody
  - https://about.gitlab.com/handbook/
  - Wiki
- Video chat and meetings share that extra communication dimension
- Screenshare
- Use chat rather than e-mail when possible
  - Slack reigns supreme, but is it the best?





Slack is down, breakout the backup communication method.....







## The Ivy Lee Method

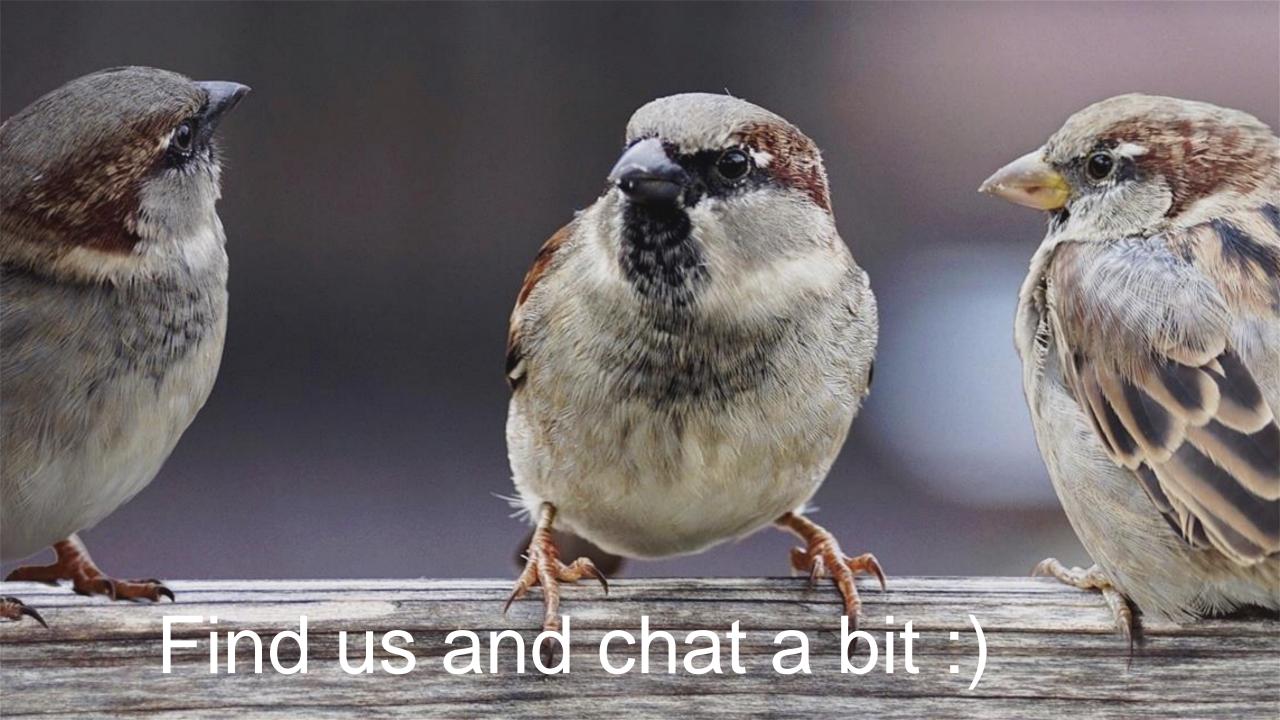
- 1. At the end of each work day, write down the six most important things you need to accomplish tomorrow. Do not write down more than six tasks.
- 2. Prioritize those six items in order of their true importance.
- 3. When you arrive tomorrow, concentrate only on the first task. Work until the first task is finished before moving on to the second task.
- 4. Approach the rest of your list in the same fashion. At the end of the day, move any unfinished items to a new list of six tasks for the following day.
- 5. Repeat this process every working day.

#### The Pomodoro Technique

- 1. Choose a task you'd like to get done
- 2. Set a timer for 25 minutes
- 3. Work on the task until the timer rings
- 4. When the timer rings, put a checkmark on a paper
- 5. Take a short break (2-5 min)
- 6. Every 4 pomodoros, take a longer break (20-30 min)

## Other Productivity Tips

- 1. Batch Email
- 2. Batch Social Media
- 3. Block Social Media Feeds & Delete Apps
- 4. Choose your work intelligently
- 5. Schedule Self-Care Time



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