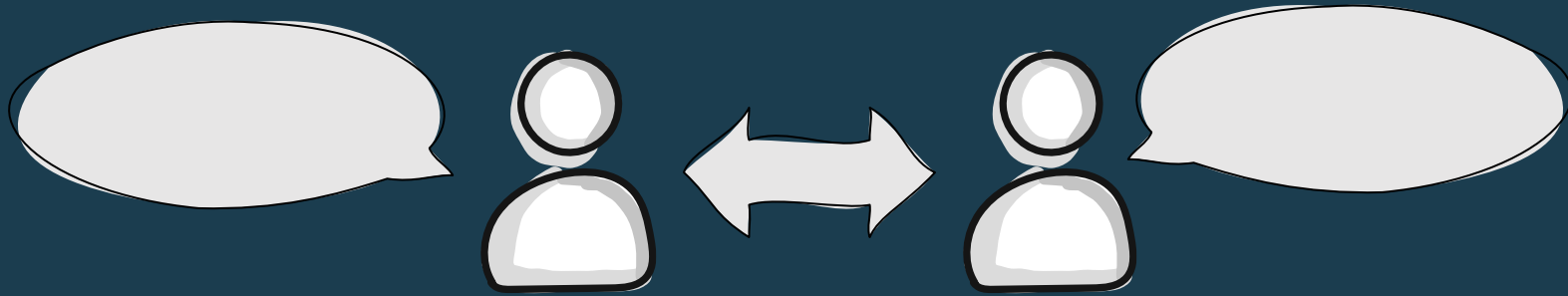


Asynchronous Collaboration for Distributed Teams

**How to gain more individual flexibility
and stay connected as a team.**

Niels Anhalt, growhuman.io



Tell your name and role in your company.

What was an awful meeting you remember and why was it awful?

COMPANIES

14:55

TRADING



MARKET INDEX



PERFORMANCE



ANALYSIS



STRATEGY



MARKET INDEX: 100.00
PERFORMANCE: 100.00
ANALYSIS: 100.00
STRATEGY: 100.00



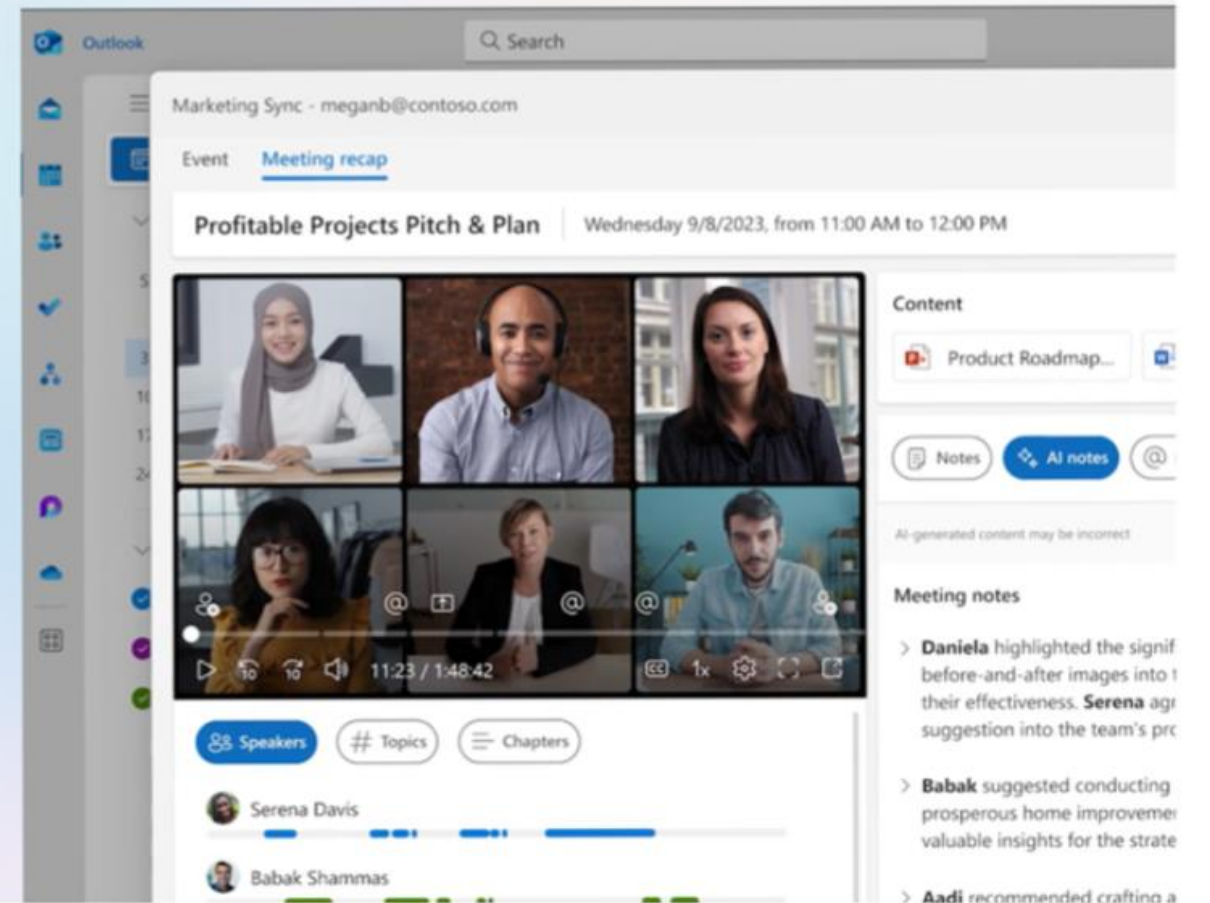
AI for the rescue

AI
INSIDE

1 of 2

Copilot in Outlook Follow a Meeting

“AI Copilot will attend the meeting for you”



**Some thousand years
back in time...**



A detailed illustration of a prehistoric cave interior. In the center, a fire burns brightly on the ground, casting a warm glow. The cave walls are covered in various paintings of animals, including a large mammoth with prominent tusks, a bison, a deer, and several smaller animals. There are also human figures painted on the walls, some standing and some in motion. The scene is dimly lit, with the primary light source being the fire. The overall atmosphere is one of a primitive, yet vibrant, community life.

Asynchronous communication

Communication that doesn't happen simultaneously





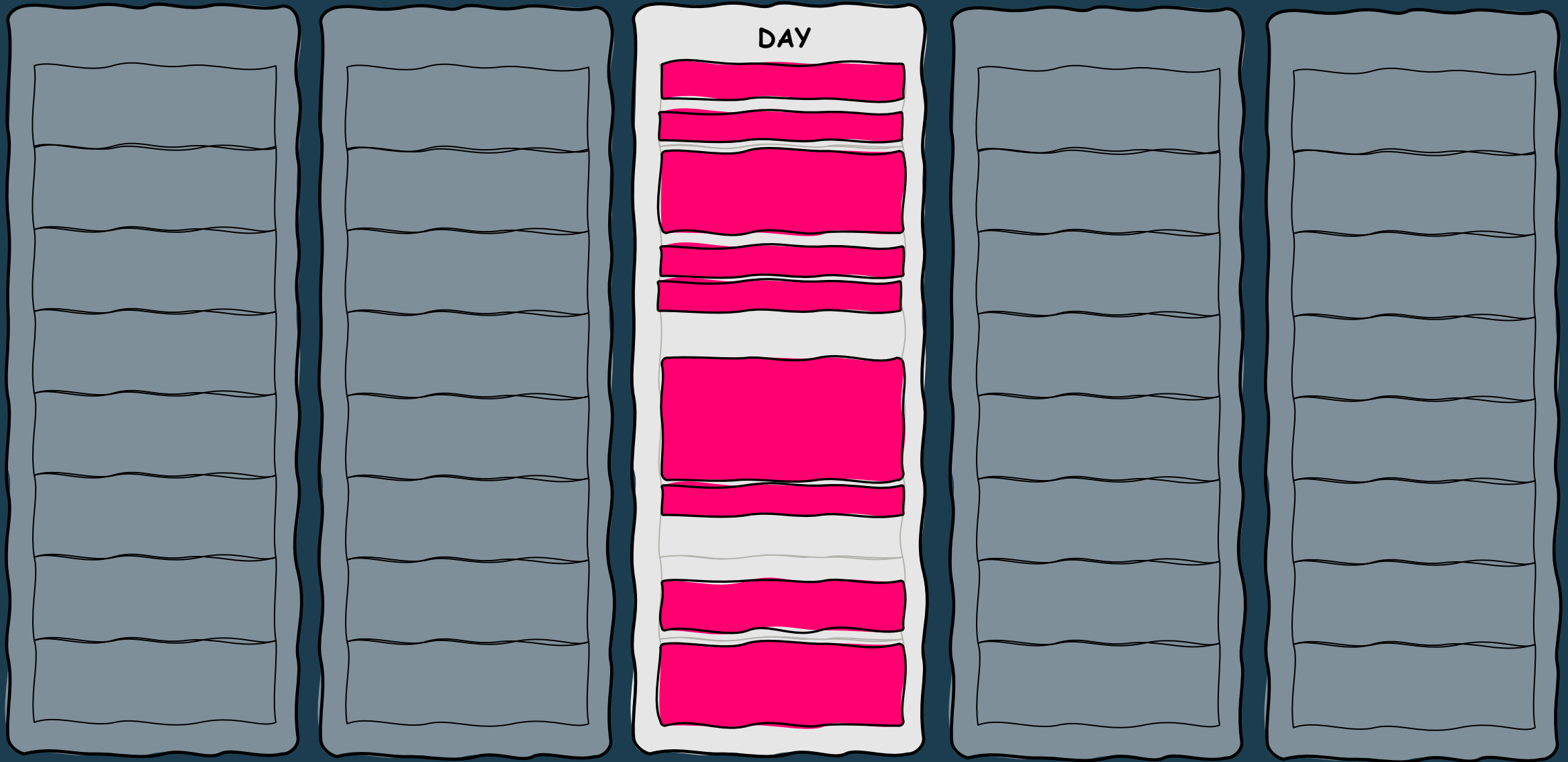








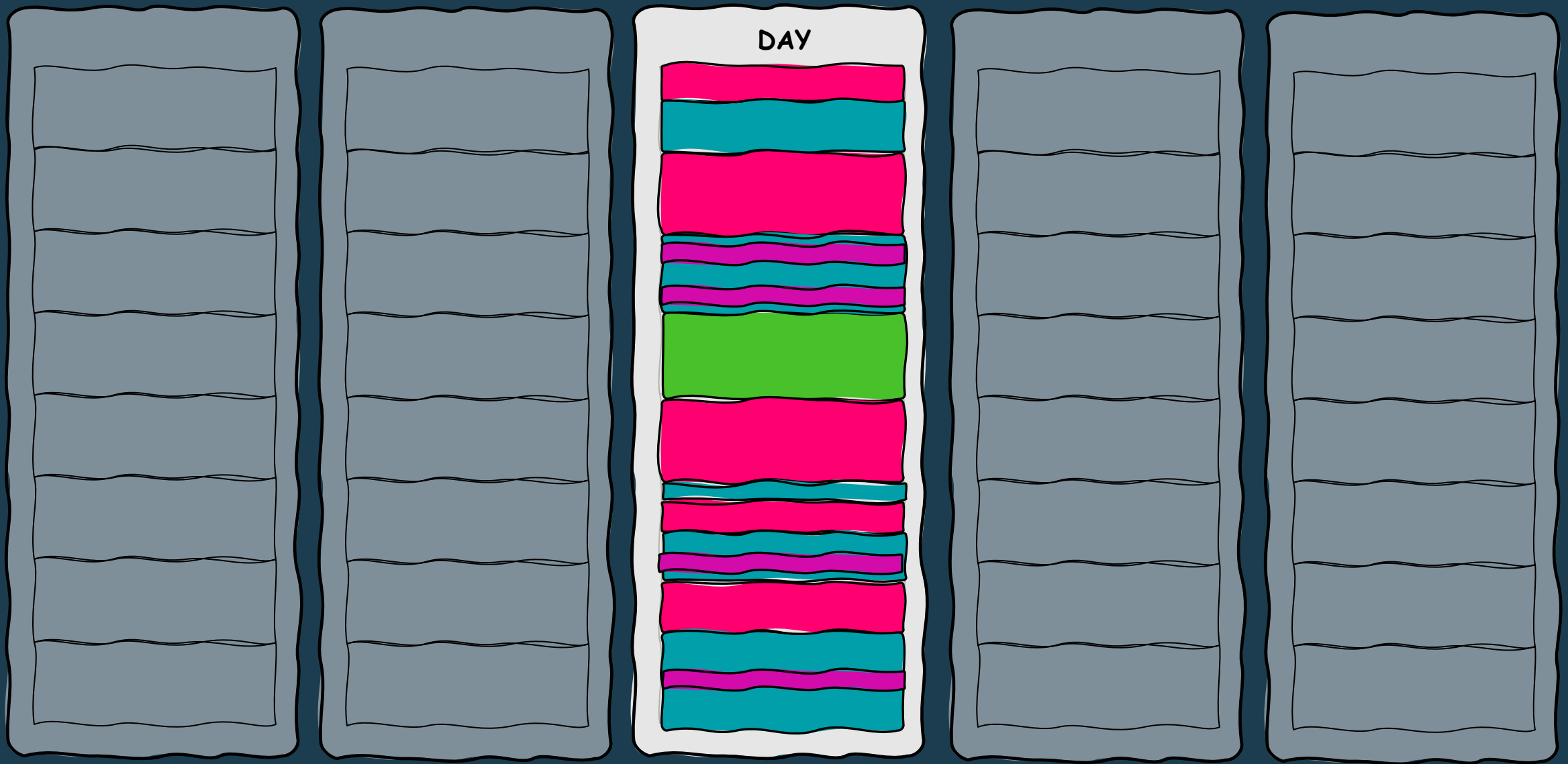
Many seem to be stuck in an oral-only culture...





**Whose calendar also looks almost
like this?**

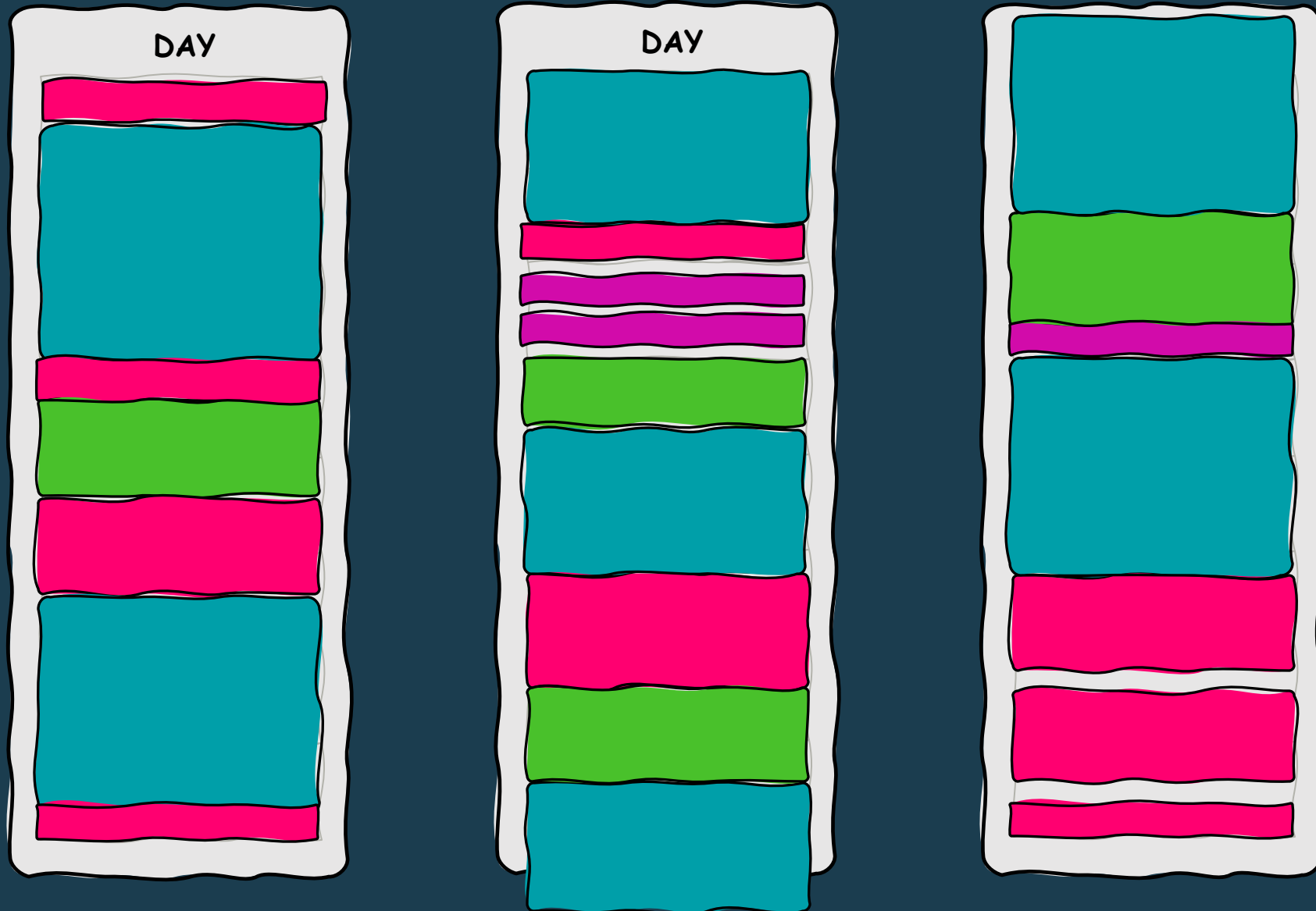
Normal: 50% meetings, spontaneous chats and a fully fragmented day...





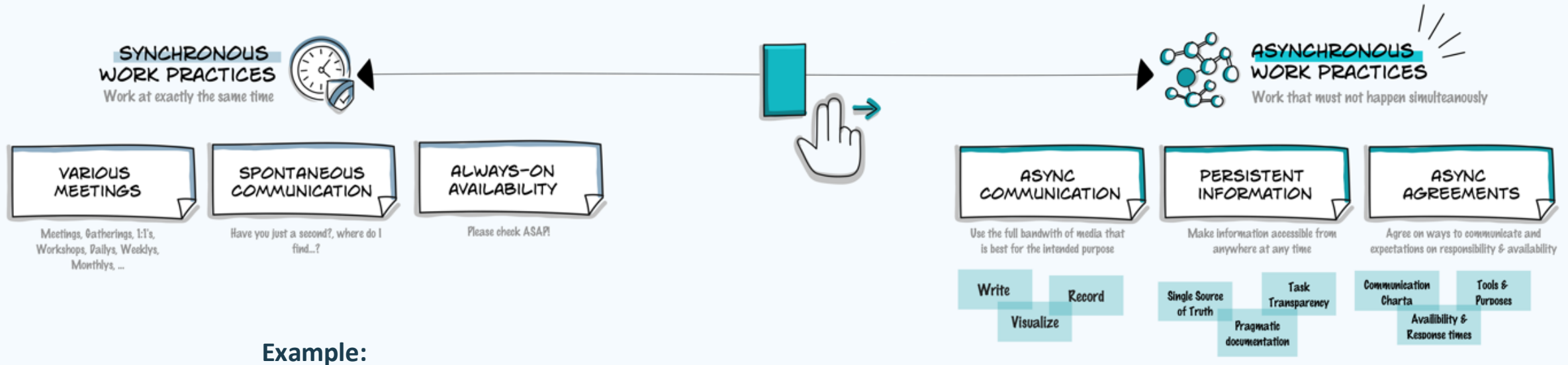
**Did you have a 3-hour slot in your
schedule in the last week?**

Different needs >>> more flexibility in time





**Do you want more
flexibility in time?**



Regular Team Meeting

Why to conduct a regular team meeting?

- Status information
- News from the company, unit or team
- Knowledge Transfer
- Discussions and decisions on certain topics
- Social Connection

Why to conduct a regular team meeting?

information

Status information

News from the company, unit or team

Knowledge Transfer

Interaction

Discussions and decisions on certain topics

Social Connection

Time Share



Information Interaction

Time Share



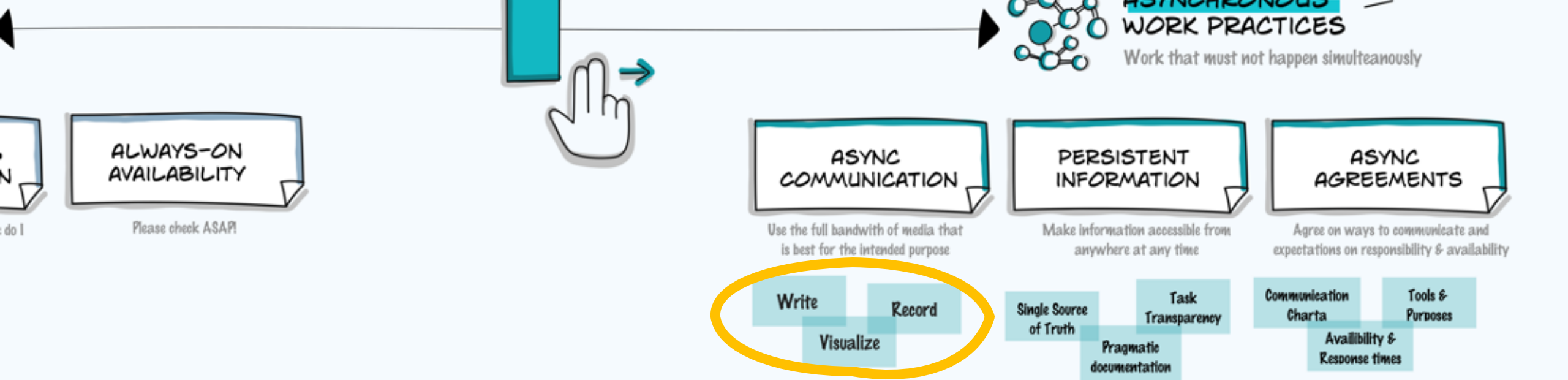
Information Interaction

**Before the
meeting**

Information

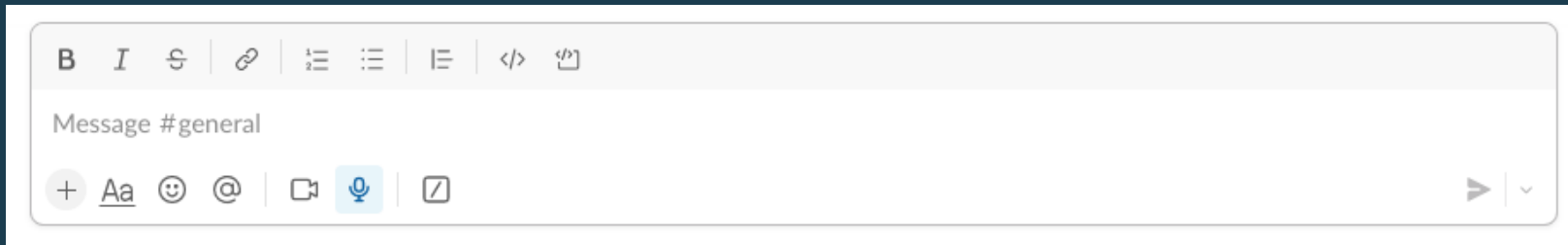
**While the
meeting**

Interaction



**This meeting could have been
an email.**

This part of the meeting could have
been ~~an email.~~
a message in team channel.





Buy this mug at
<https://asyncyour.work/videomessage>

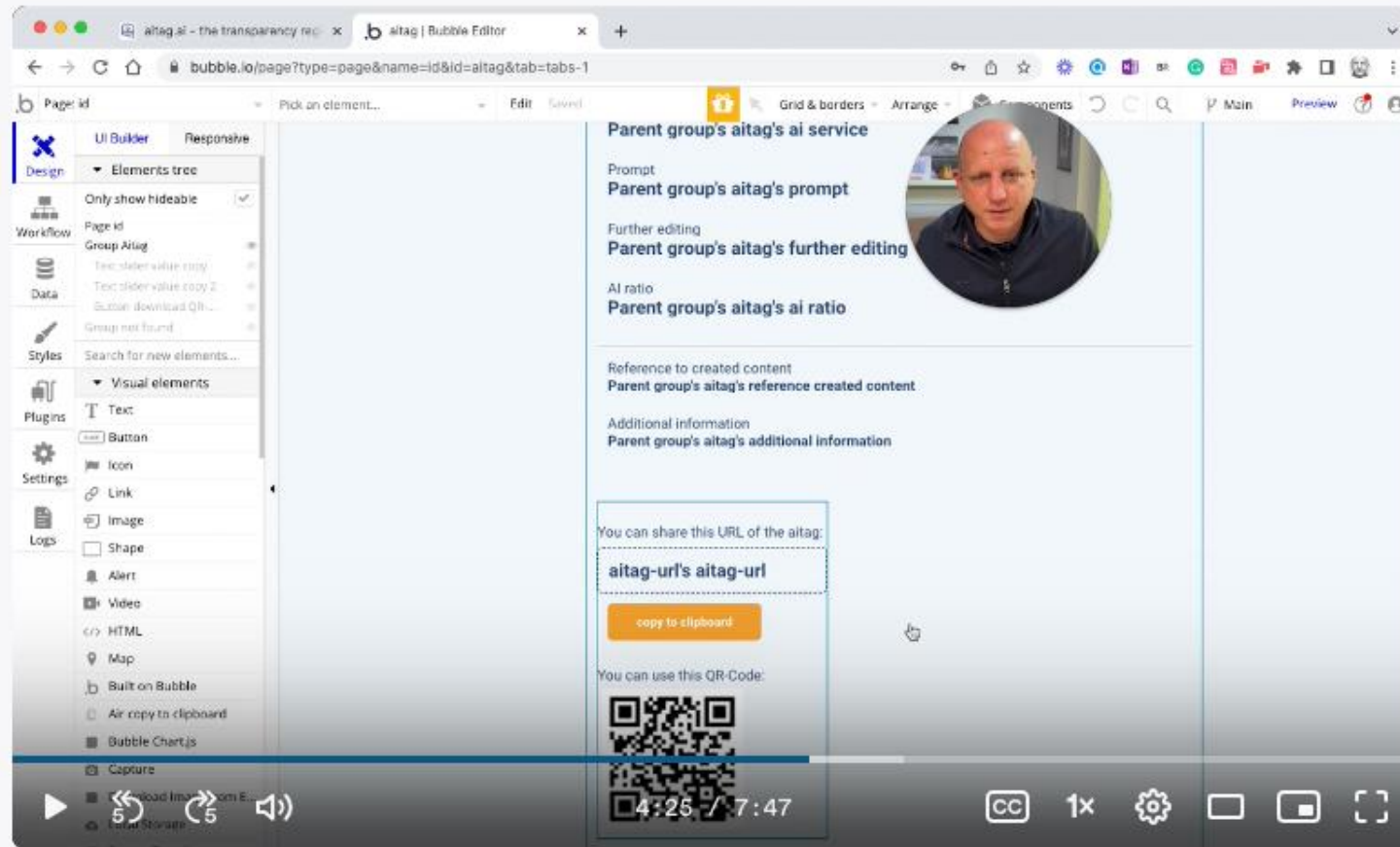
Write, Visualize and record...

The video shows a hand-drawn diagram titled "ASync WORK FRAMEWORK". The diagram is organized into several sections:

- Top Section:** "ASync WORK FRAMEWORK" with a lightbulb icon and a "2023" date stamp. Below it, "FOR HIGHER TIME FLEXIBILITY + WORK PRODUCTIVITY".
- Central Section:** "Change work habits!" with a note: "As we work in more varied ways, it's no longer just about getting the job done".
- Left Side:** "SPONTANEOUS WORK PRACTICES" with a clock icon. Below it, three boxes: "VIRTUAL MEETINGS", "SPONTANEOUS COLLABORATION", and "FLUIDITY IN PRODUCTIVITY". A note says: "These virtual meetings are the norm." Below this is a blue box labeled "Meet Anshul" and a red note: "Why do we do it?" with the text: "Anshul is a person who is always on the go".
- Right Side:** "SPONTANEOUS WORK PRACTICES" with a clock icon. Below it, three boxes: "VIRTUAL MEETINGS", "SPONTANEOUS COLLABORATION", and "FLUIDITY IN PRODUCTIVITY". A note says: "These virtual meetings are the norm." Below this is a blue box labeled "Meet Anshul" and a red note: "Why do we do it?" with the text: "Anshul is a person who is always on the go".
- Bottom Left:** "USE CASES" with a grid of icons: a lightbulb, a person, a gear, a person, and a person. Below the icons are five boxes: "Meet Anshul", "Anshul", "Anshul", "Anshul", and "Anshul".
- Bottom Right:** "GUIDING PRINCIPLES" with a note: "Are we working more important than we are?"

The video player interface at the bottom shows a progress bar at 00:21, a volume icon, and a close button. A caption at the bottom reads "Following Anshul Anshul".

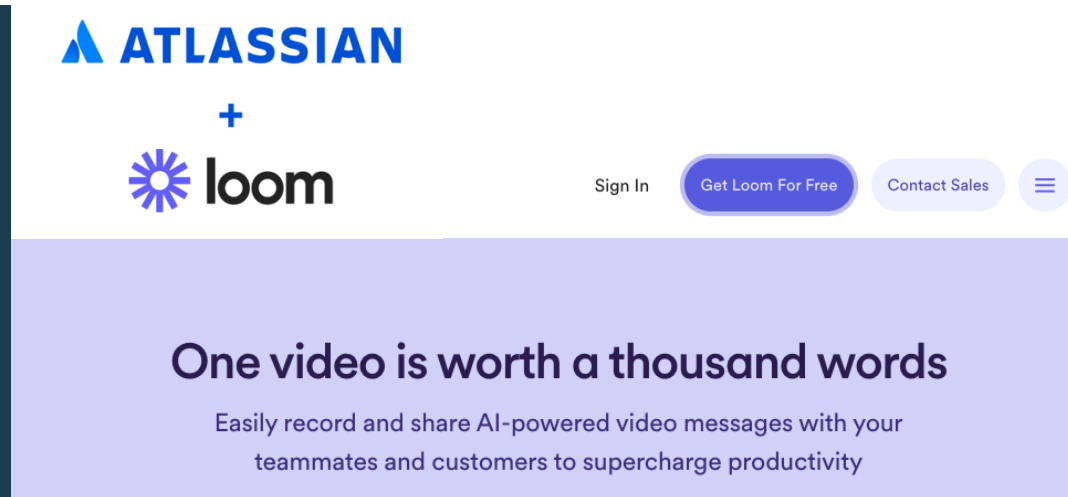
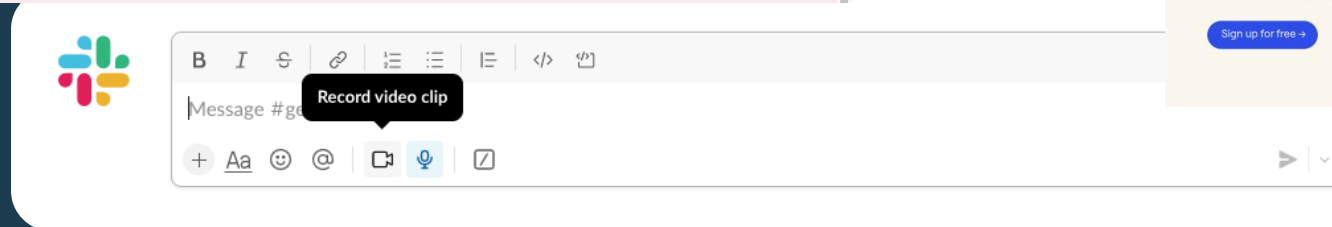
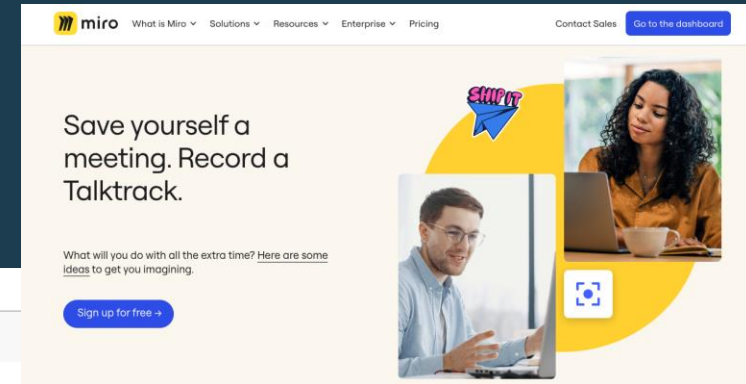
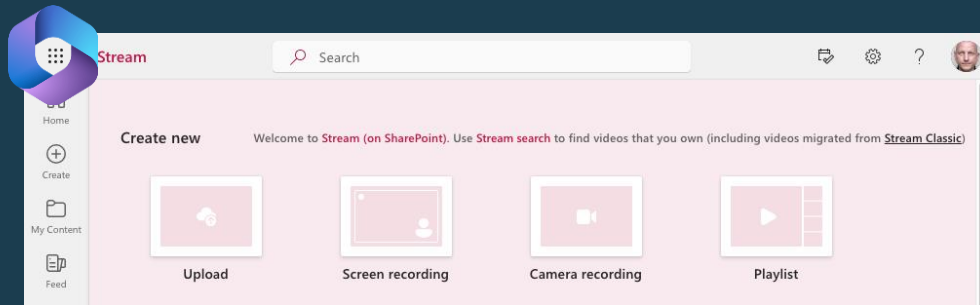
Write, Visualize and record...





**Who already recorded a video for a
teammate?**

Almost all modern collaboration platforms allow for screen and video recording.



**Choose your communication style
consciously and select out of the full
range of media!**

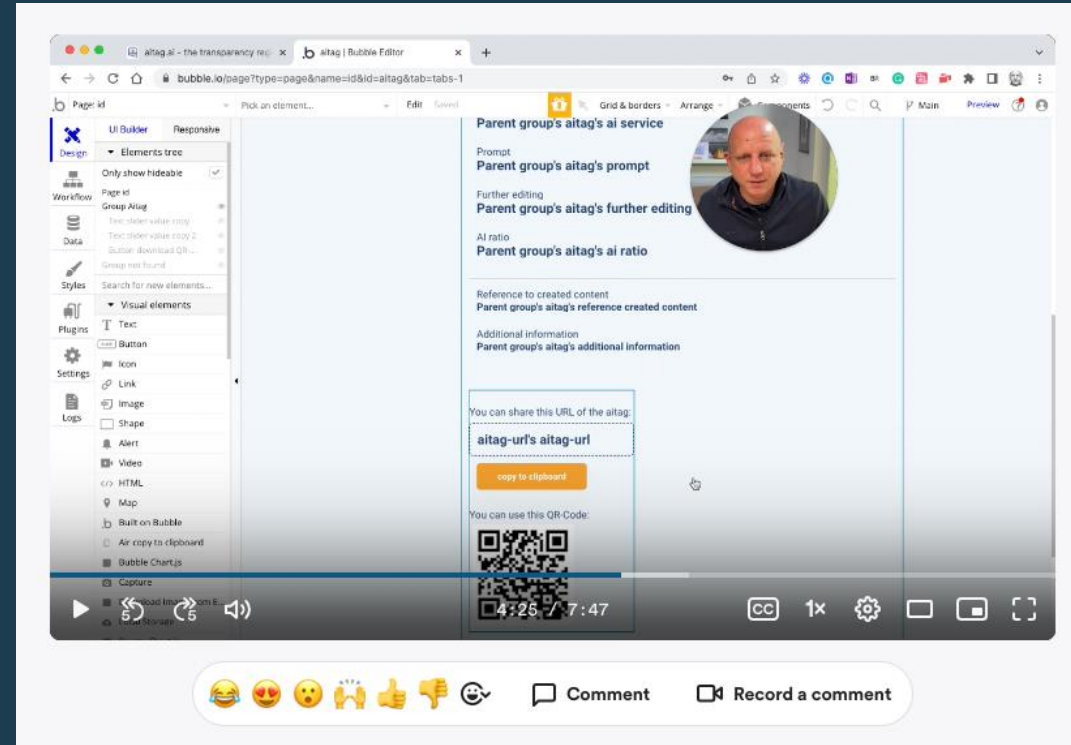
Yes, but...

this is way too much effort!



Yes!

**Practicing new skills
and changing habits
is always exhausting at first!**



Talk like you talk, take only one take, no editing
Done is better than perfect!

Problems with writing?

AI can help!

AI
INSIDE

2 of 2

Why change habits?



H3



B

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</>



”



Ask anything or find a command



write analogies



Generate counter arguments



Generate overview



Emojify

Translate → English

Translate to german



Polish text



Fix spelling and grammar but maintain the style and voice of the following text. Polish it a little bit where appropriate and make bullet points out of the key points: {{input}}

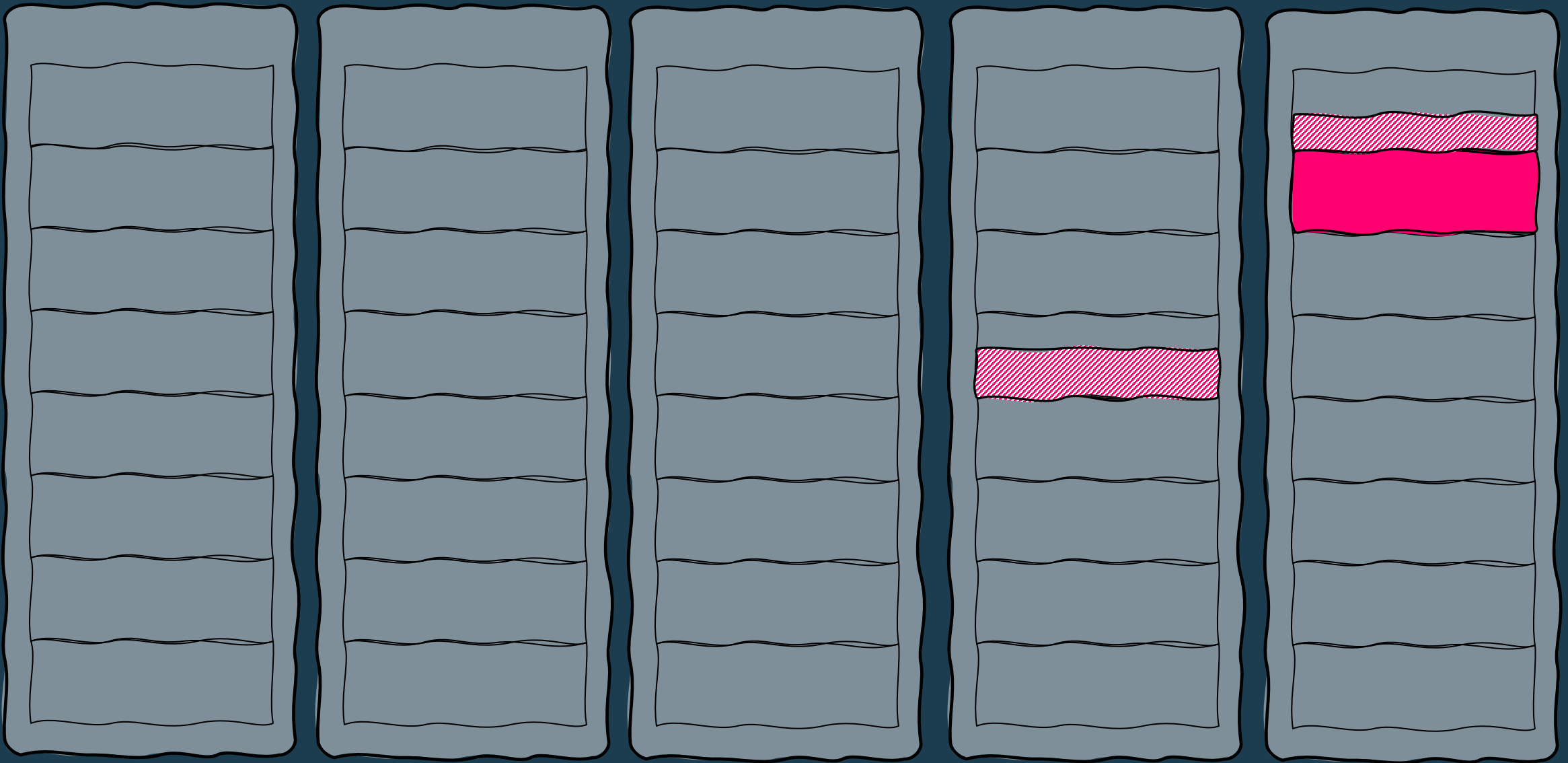
Yes, but...
no one will read or watch it
beforehand!



True!
At First!

**It is all about changing habits,
having common expectations +
group standards and drawing
consequences.**

Introduce flex time meetings



Yes, but...
async communication
is too slow and ineffective!



Perhaps, but it depends...

Agile Manifesto

Business people and developers must work together daily throughout the project.

Build projects around motivated individuals.
Give them the environment and support they need,
and trust them to get the job done.

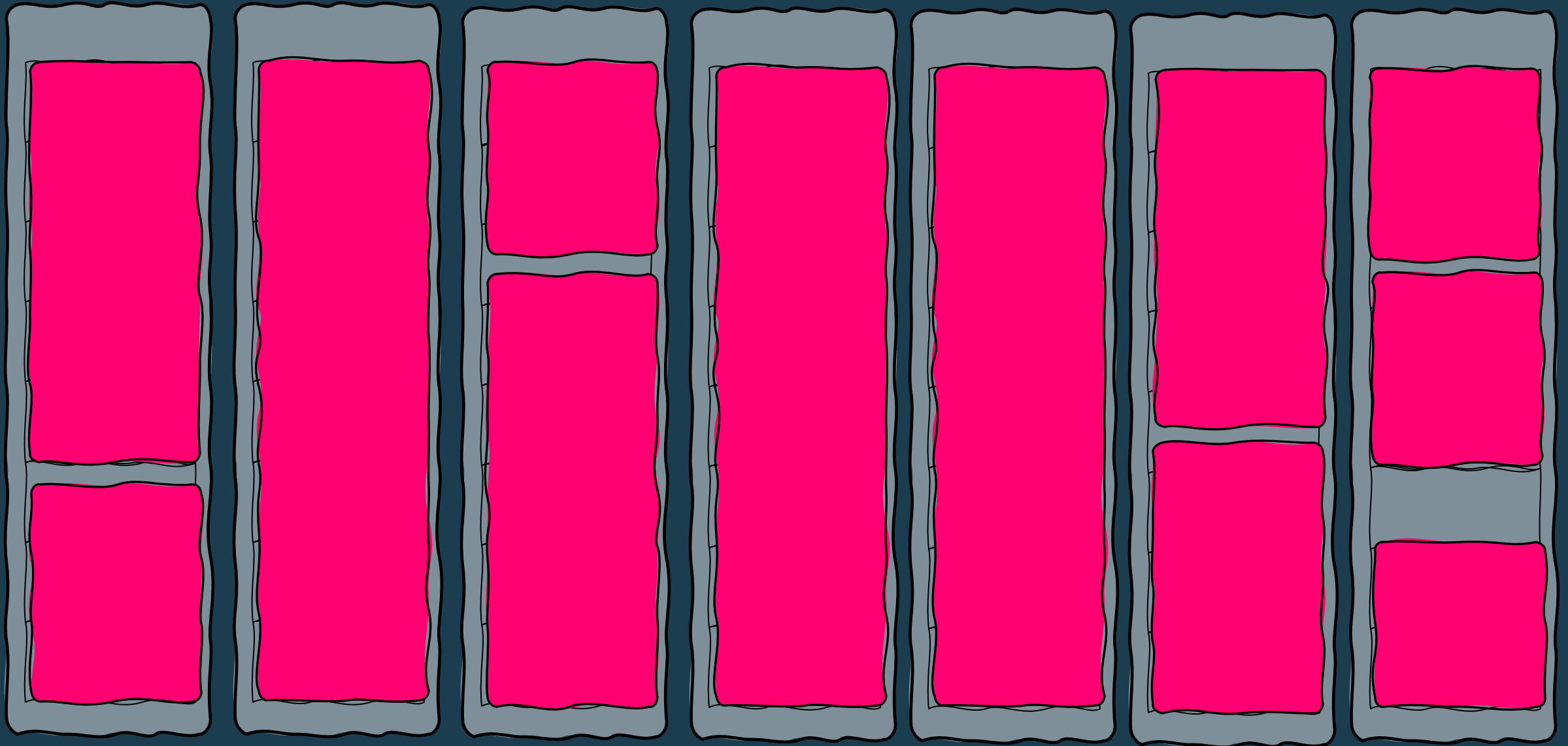
The most efficient and effective method of
conveying information to and within a development
team is face-to-face conversation.

Working software is the primary measure of progress.

Agile processes promote sustainable development.
The sponsors, developers, and users should be able
to maintain a constant pace indefinitely.

Continuous attention to technical excellence
and good design enhances agility.

Try to find a free time slot with four people... Good Luck!





What is asynchronous work?

We love [Preston W's](#) explanation from the [Remote blog](#)

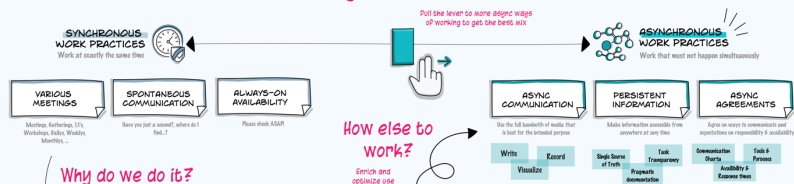
“Asynchronous work is a simple concept: Do as much as you can with what you have, document everything, transfer ownership of the project to the next person, then start working on something else.”

[Asynchronous work is growing in popularity](#) because it significantly benefits both employees *and* employers.

<https://handbook.gitlab.com/>

FOR
HIGHER TIME FLEXIBILITY
→ + WORK PRODUCTIVITY

Change work habits!



Why do we do it?

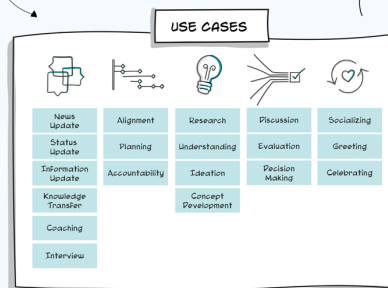
Identify purpose of existing practices and underlying use cases

How else to work?

Enrich and optimize use cases with async operations

How to change?

Follow these basic principles:



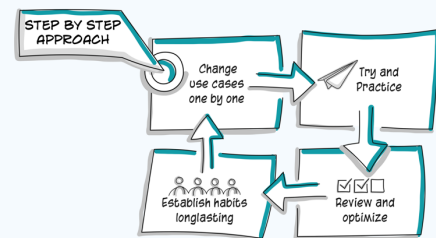
GUIDING PRINCIPLES

How to work is more important
than where and when!

- 1 Together-time is precious! Use it wisely!
- 2 Choose your communication style consciously!
- 3 You cannot over-Communicate!
- 4 Doing is better than being perfect!
- 5 Avoid distraction as any cost!
- 6 Let me think it through!
- 7 Supposed slow is the new Fast!
- 8 Make it lasting and self-containing!
- 9 Transparency drives autonomy!
- 10 With Freedom, comes responsibility!

How to proceed?

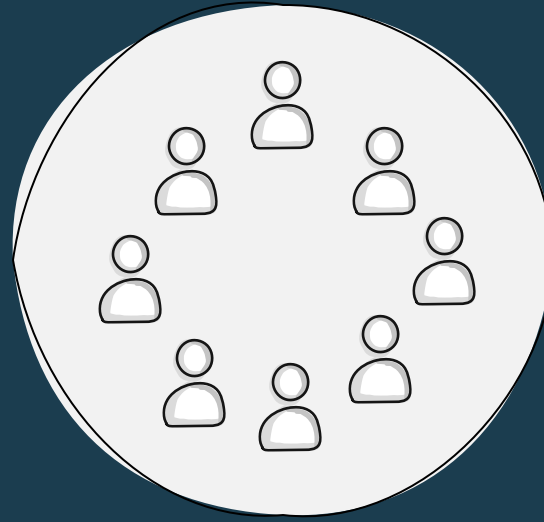
Use an iterative approach



For what?

You get various benefits





**Our together-time is too precious to
waste it with staring at PowerPoint
slides!**

Your next steps on the way to async work...

Interactive Resources



FREE

Async Mindshift - A Free Mini Video Series

How to enable true teamwork and regain control over your time with asynchronous ways of working

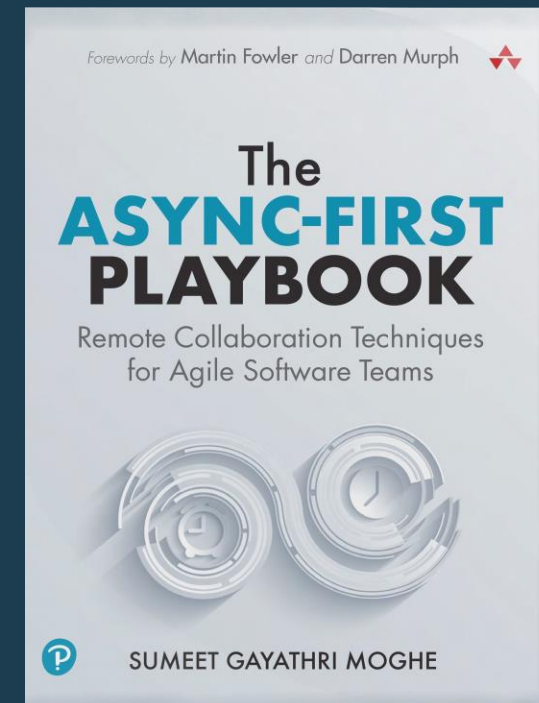
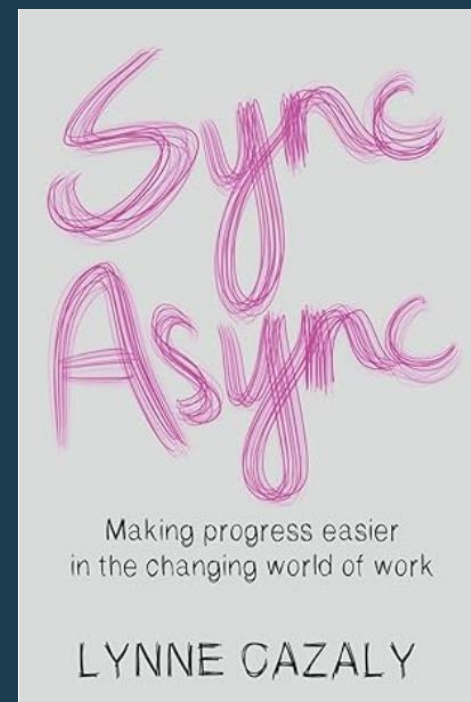


FREE

Team Self-Assessment for Async Work

Find out your potential for asynchronous teamwork in this free assessment. Start on your own and ask your co-workers to join in.

Books



+more on team habit changing

<https://asyncyour.work/>



Niels Anhalt

niels@growhuman.io

[Follow me on LinkedIn](#)

for updates on async work and async workshops!