Out of Office:
Tools, Team, and Togetherness for Working from Home
Out of Office
Three Case Studies in Alternative Office Typologies
SATELLITE
Agency Landscape + Planning

HQ
SEEDS
Merritt Chase
SQUAD
COLLAB + JJLA
Stay Tuned!

Presentation at ASLA in Miami!

Sunday October 4, 2020
9:00 AM – 10:00 AM
Out of Office: 2020
Tools, Team, and Togetherness for Working from Home During COVID-19
Informal daily communication.
Tools to replicate in-office process.
Work is slower.
Balance is hard.
It’s different for everyone!  
(Professionally)
It’s different for everyone! (Personally)
TOOLS
“What tools or programs have been critical for your design work while working remotely?”
TOOLS

What platforms are you using to stay connected with your teams and clients?

Online meeting platforms: Zoom, Microsoft Teams, WebEx, Slack, Skype
Additional Communication: Email, Text, Chat
Phone calls
What platforms are you using for sketching?

Sketching:
- Photoshop
- Illustrator
- Adobe Sketch
- Zoom meeting
- Morpholio Trace
TOOLS

What platforms are you using for redlining?

Redlines:
• Photoshop
• Illustrator
• Zoom meeting
• Bluebeam
TEAM
TEAM

“What platforms are you using to stay connected with your teams and clients?”
“What team building barriers are you experiencing?”

- Lacking efficient, informal communication (how can you replicate quick in-person question and response?)
- Establishing a virtual office routine (how many check-ins are too many check-ins?!) 
- Maintaining firm culture (how can we maintain office companionship?)
TOGETHERNESS
TOGETHERNESS

“What have you been doing to maintain a positive outlook?”

- virtual get togethers
- exercise
- cooking
- mindfulness
- other
- therapy
TOGETHERNESS

“What workflow obstacles are you experiencing?”
TOGETHERNESS

“What personal challenges are you experiencing while working remotely?”
Discussion

Please use the chat feature in Zoom to submit your questions and thoughts.

What is the same? #same
What is different? #different