✅ Remote Work Readiness Checklist – 2025 Edition

◆ Skills to Develop

☐ Time management & self-discipline

☐ Written communication & async collaboration

☐ Problem-solving in remote environments

☐ Emotional intelligence & adaptability

☐ Basic project management (Agile, Kanban)

◆ Tools to Master

☐ Slack, Microsoft Teams (communication)

☐ Zoom, Google Meet (video meetings)

☐ Trello, Asana, Notion (project management)

☐ Loom (video updates / presentations)

☐ Grammarly, ChatGPT (writing & AI support)

◆ Habits to Adopt

☐ Set a clear daily routine & schedule

☐ Build a distraction-free workspace

☐ Take regular breaks to avoid burnout

☐ Set and track weekly personal goals

☐ Stay socially connected to prevent isolation