



LAND REMOTE JOBS

The Remote Job Playbook

A complete, step-by-step guide to finding, winning and thriving in a remote job — from your first search to working happily across time zones.



WELCOME

Your remote career starts here

Remote work can give you something few office jobs can: the freedom to choose where you live, how you structure your day, and who you work for — no matter which country you're in.

But landing a remote role is different from a normal job hunt. You compete with candidates from many countries, software often screens your CV before a human does, and interviews happen on video or with an AI interviewer. Once hired, you need new skills too: managing your own time, writing clearly, and staying healthy when your "office" is also your home. This playbook walks you through every stage, with checklists and templates you can copy straight into your own messages.

1. Find

Understand the remote job market, where the real opportunities are, and set yourself up with the right tools.

2. Win

Write a CV that passes screening, apply with a system, and walk into interviews prepared.

3. Thrive

Start strong, protect your work-life balance, and work smoothly with teams in other time zones.

How to use this book

- **Read it in order** if you're new to remote work — each chapter builds on the one before.
- **Jump to a chapter** if you already have a specific problem, like an interview next week.
- **Use the checklists.** Print them or copy them into your notes app and tick things off.
- **Finish with the 30-Day Action Plan** at the back, which turns everything into a simple weekly schedule.



Start your search while you read

You don't need to finish the book before applying. Browse current openings on landremotejobs.com now, save a few roles that interest you, and use them as real examples as you work through the CV and interview chapters.

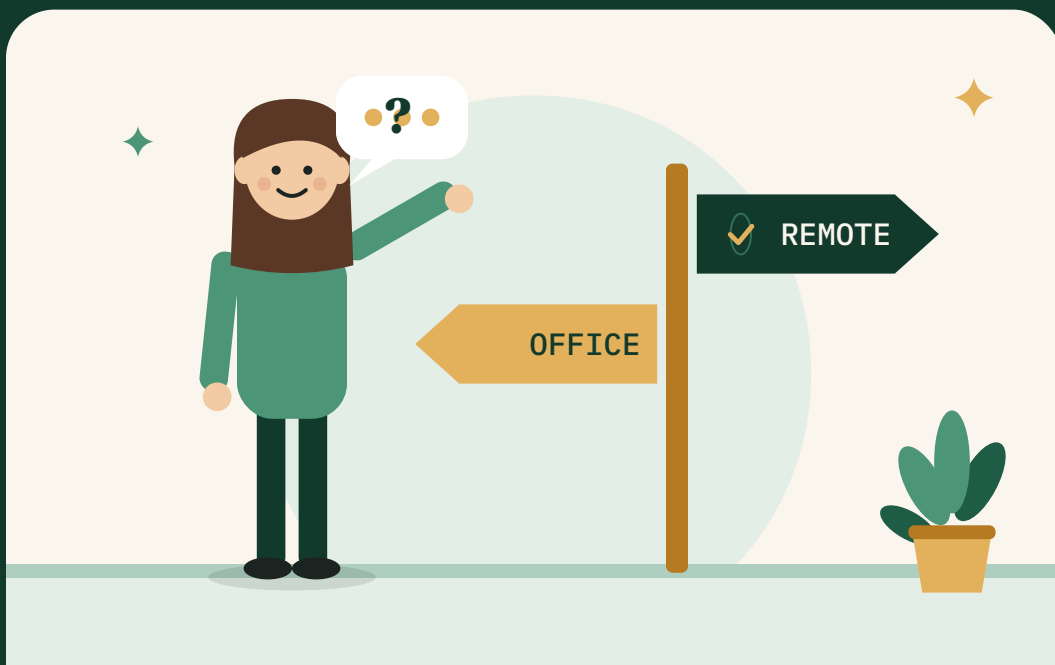
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Is Remote Work Right for You?

Before you start applying, it helps to know what kinds of remote work exist — and which one fits your skills, your lifestyle and your goals.



IN THIS CHAPTER

Types of remote work

Skills that matter most

Readiness self-check

1.1

"Remote" means more than one thing

Job ads use the word "remote" loosely. Two jobs with the same title can look completely different in practice. Knowing the main types helps you search smarter and ask the right questions.

Type	What it looks like	Good for
Fully remote employee	Salaried role with benefits; work from home or anywhere allowed. Often has set working hours.	People wanting stability and a long-term career path
Remote-first company	The whole company is built around remote work — documentation, async updates, few meetings.	Self-starters who like written communication
Hybrid	Some days at home, some in an office. Usually requires living near the office.	People who want flexibility but also in-person contact
Contract / freelance	Paid per hour or per project. You handle your own taxes and equipment.	Experienced specialists who want control over clients
Task-based & AI training work	Flexible, hourly work such as data annotation, AI model evaluation, transcription or content review.	Beginners, students, and anyone wanting flexible side income



Watch for location limits

Many 'remote' jobs are only remote *within* a country or region. Look for phrases like **Remote (US only)**, **Remote – EMEA** or **must overlap with EST**. Roles that say **Remote – Worldwide** or **Anywhere** are the ones open to you wherever you live. Filtering this early saves you hours of wasted applications.

1.2

The skills remote employers look for

Technical skills get you considered. But when a manager can't see you at a desk, a second set of skills decides who gets hired — and who succeeds.

Clear written communication

Most remote work happens in chat, email and documents. Can you explain a problem in three clear sentences?

Self-management

Nobody is checking on you every hour. You plan your day, hit deadlines and ask for help early.

Tech confidence

You can install tools, fix small issues yourself and learn new software quickly.

Proactive updates

You share progress before anyone asks. Silence is the fastest way to lose trust remotely.

1.3

Readiness self-check

Tick the statements that are true for you today. Anything you can't tick yet becomes a goal — most can be fixed in a week or two.

- ☐ I have a reliable internet connection and a backup option (such as a mobile hotspot).
- ☐ I have a quiet place where I can take a video call without interruptions.
- ☐ My laptop or computer is less than about five years old and runs smoothly.
- ☐ I can write a clear, professional email in the language the job requires.
- ☐ I usually finish tasks on time without someone reminding me.
- ☐ I'm comfortable learning new apps and tools on my own.
- ☐ I know which hours of the day I can reliably be online.
- ☐ I have a way to receive international payments (covered in Chapter 3).
- ☐ I have an up-to-date CV in English (or the job's language).
- ☐ I know what type of remote work I'm aiming for, from the table above.

You don't need to tick every box to start applying. You just need to know which ones you're working on.

Where to Find Remote Jobs

The right remote job is rarely found by scrolling one giant job board. It's found by searching the right places, with the right keywords, on a regular schedule — while steering clear of scams.



IN THIS CHAPTER

[Where to search](#)[Search keywords](#)[Weekly search routine](#)[Spotting scams](#)

2.1

Start with a curated source

General job sites mix remote roles with thousands of office jobs, and many "remote" listings turn out to be hybrid or location-restricted. A curated remote job site saves you that filtering work.



Land Remote Jobs

Browse remote openings grouped by category — from AI training and data annotation to software engineering, QA, and language and transcription work. Use the search and category filters to find roles that match your skills, then apply directly.

→ landremotejobs.com

Make it your first stop each search session. Save the roles that match you, note their requirements, and use them as the target when you tailor your CV in Chapter 4.

2.2

Other places worth searching

Channel	How to use it well
Remote job boards	Sites dedicated to remote work (such as We Work Remotely, Remote OK, Remotive, and Wellfound for startups). Check the location field on every listing.
LinkedIn	Use the "Remote" workplace filter, save your search, and switch on daily alerts. Follow companies you'd love to work for.
Company career pages	Many remote-first companies post roles on their own site first. Make a list of 20 companies and check them every two weeks.
Online communities	Industry Slack and Discord groups, subreddits and Facebook groups for remote workers often share roles before they go public.
Your network	Tell former colleagues, classmates and friends you're looking. Referrals are often the fastest route to an interview.

2.3

Search with better keywords

Companies describe remote work in different ways. If you only search "remote", you'll miss a lot. Try combining your job title with these terms:

Remote wording

remote · work from home · WFH ·
distributed team · work from anywhere ·
location independent · async

Location wording

worldwide · global · anywhere · APAC ·
your country's name · your time zone
(e.g. GMT+7)

EXAMPLE SEARCH STRING (LINKEDIN / GOOGLE)

("customer support" OR "customer success") AND (remote OR "work from anywhere") AND (worldwide OR APAC)

2.4

A simple weekly search routine

Consistency beats marathon sessions. Three focused sessions a week will outperform one exhausting Sunday.

- 1 Monday (45 min):** Check landremotejobs.com and your saved searches. Save 5–10 roles that genuinely match.
- 2 Wednesday (45 min):** Tailor your CV and apply to the best 3–5 roles from your list.
- 3 Friday (30 min):** Check company career pages, send follow-ups, and update your tracker (Chapter 5).

2.5

How to spot a job scam

Remote job seekers are a common target for scammers. Real employers can be fast and informal, but they will never ask you to pay to work for them.

**Red flags — stop and check before going further**

- You're asked to **pay** for training, equipment, a starter kit or "processing".
- They send you a **cheque or money** and ask you to send part of it back or buy equipment.
- The whole process happens in a chat app, with **no video call** and no company email address.
- They want your **ID, passport or bank details before** there's a written offer.
- The pay is far above normal for the work, and the job description is vague.
- You were "hired" without any interview or test at all.

**How to verify an employer**

Search the company name plus the word "scam" or "reviews". Check that the recruiter's email matches the company's real website domain. Look them up on LinkedIn and see if other employees exist. If in doubt, contact the company through its official website — not through the link or number the recruiter gave you.

Build Your Remote-Ready Toolkit

Your home setup is your office now. A few smart investments — and knowing the tools teams use every day — make you look professional from the very first call.



IN THIS CHAPTER

Home office essentials

Tools to know

Getting paid internationally

3.1

Your home office essentials

You don't need an expensive setup. You need a reliable one. Employers care far more about a stable connection and clear audio than a fancy desk.

Item	Why it matters	Budget tip
Stable internet	Dropped calls look unprofessional and interrupt tests. Run a speed test at the times you plan to work.	Use a cable to your router for important calls
Backup connection	Outages happen. A backup shows you're dependable.	A mobile data plan with hotspot
Headset with mic	Clear audio matters more than video quality.	Basic wired headsets work very well
Good light	People trust faces they can see clearly.	Sit facing a window during the day
Power backup	Important if power cuts happen where you live.	A power bank or small UPS for your router
Comfortable chair	You'll sit for many hours; your back will thank you.	A cushion and a laptop stand help a lot

3.2

Tools remote teams use

You don't have to master all of these. But having used a few — and being able to say so on your CV — shows you'll fit in quickly.

Communication

Slack, Microsoft Teams, Zoom, Google Meet, email

Documents & notes

Google Workspace, Microsoft 365, Notion, Confluence

Project management

Asana, Trello, Jira, monday.com, ClickUp

Async video & security

Loom for screen recordings; a password manager and two-factor authentication (2FA)

**Practise before you need it**

Most of these tools have free plans. Spend an evening creating a free Trello board for your job search and recording a two-minute Loom video about yourself. You'll gain real experience — and the Loom video can become part of your applications.

3.3

Getting paid internationally

If you work for a company in another country, how you're paid depends on how you're hired:

- **Employee through an Employer of Record (EOR):** services like Deel or Remote.com employ you locally on the company's behalf. Taxes and benefits are usually handled for you.
- **Independent contractor:** you send invoices and are paid directly. You're responsible for your own taxes and records.
- **Platform-based work:** task and AI training platforms usually pay through their own system or via services such as PayPal, Wise or Payoneer.

- ☐ Open at least one account that can receive international payments, and verify it in advance.
- ☐ Compare transfer and currency conversion fees — they add up over a year.
- ☐ Keep a simple spreadsheet of every payment you receive.

- ☐ Check your local tax rules for foreign income, or ask a local accountant.

This section is general information, not financial or tax advice. Rules differ by country, so check with a qualified professional where you live.

Write a CV That Gets Interviews

For remote roles, your CV often has to impress software first and a busy recruiter second — usually within a quick first scan. Here's how to write one that does both.



IN THIS CHAPTER

[CV structure](#)[The bullet formula](#)[Passing ATS screening](#)[Cover letter template](#)[LinkedIn profile](#)

4.1

The structure that works

Keep it to one page if you have under ten years of experience, and two pages at most otherwise. Use this order:

- 1 **Header:** name, target job title, city and country **plus your time zone**, email, LinkedIn or portfolio link.
- 2 **Summary:** two or three lines saying who you are, what you're great at, and that you work remotely.
- 3 **Skills:** the tools and abilities from the job ad that you genuinely have.
- 4 **Experience:** most recent first, with 3–5 results-focused bullets per role.
- 5 **Education & certificates:** short and simple.
- 6 **Extras (optional):** languages, relevant projects, volunteer work.

4.2

The bullet formula

Most CVs list duties. Strong CVs show results. Use this formula for every bullet:

Action verb + what you did + the result (a number if possible) + the tool or method

BEFORE

Responsible for answering customer emails.

AFTER

Resolved 60+ customer emails a day in Zendesk, keeping a 95% satisfaction score.

BEFORE

Worked on the company website.

AFTER

Rebuilt 12 landing pages in React, cutting page load time by 40%.

BEFORE

Helped with team projects.

AFTER

Coordinated a 5-person team across 3 time zones using Asana and weekly async updates.

**No numbers? Use scale, speed or quality**

If you can't measure the result, describe its size ("for 200 students"), how often ("every week"), how fast ("within 24 hours"), or what improved ("reduced errors reported by the client").

4.3

Show that you're remote-ready

Recruiters hiring remotely look for proof that you can work without supervision. Add signals like these wherever they're true:

- Mention remote, freelance or online work — even part-time or short-term.
- Name the collaboration tools you've used (Slack, Notion, Jira, Zoom...).
- Show independence: "Managed my own project schedule", "Worked with minimal supervision".
- Show cross-border work: "Collaborated with clients in the US and UK".

4.4

Get past the screening software (ATS)

Many companies use an Applicant Tracking System to sort CVs before a person sees them. It reads text, matches keywords and ranks candidates.

Do

Use a simple, single-column layout · Standard headings like "Experience" and "Skills" · Save as PDF unless told otherwise · Copy exact keywords from the job ad (if you truly have those skills)

Avoid

Text inside images or text boxes · Complex tables and multiple columns · Skill "bars" or star ratings · Unusual fonts · Headers and footers holding key details

A compact example

Linh Tran

Customer Support Specialist · Remote

Da Nang, Vietnam (GMT+7) · linh.tran@email.com · linkedin.com/in/linhtran

SUMMARY

Customer support specialist with 3 years of experience helping international SaaS users by email and live chat. Comfortable working independently across time zones, with a record of high satisfaction scores.

SKILLS

Zendesk · Intercom · Slack · Notion · Google Workspace · English (C1) · Vietnamese (native)

EXPERIENCE

Support Agent — Brightdesk (remote) · 2023–present

- Resolved 60+ tickets a day in Zendesk with a 95% customer satisfaction score.
- Wrote 25 help-centre articles that reduced repeat questions on billing.
- Handed over open cases to the US team each evening with clear written notes.

4.5

A short, strong cover letter

Keep it under 200 words. Its only job is to connect your experience to *this* role and show you can write clearly.

COVER LETTER TEMPLATE

Hi [Hiring Manager's name],

I'm applying for the [Job Title] role at [Company]. I've spent [X years] [doing the core skill of the job], most recently at [Company], where I [one specific result with a number].

Your job ad mentions [a key requirement]. In my current role, I [how you've done this]. I've also worked remotely with teams in [countries or time zones], so I'm used to clear async communication and managing my own schedule.

I'm available [your working hours and time zone] and can overlap with your team from [time] to [time]. I'd love to talk about how I can help [the team's goal]. Thank you for your time.

Best regards,
[Your name] · [LinkedIn or portfolio link]

4.6

Make your LinkedIn work for you

Recruiters search LinkedIn every day. A few changes can bring opportunities to you:

- **Headline:** use the formula *Role | Key skill | Remote-ready* — for example "QA Engineer | Automation with Cypress | Open to remote roles".
- **Open to Work:** add your target job titles and choose "Remote" as the workplace type.
- **About section:** 4–6 short lines: what you do, who you help, a proof point, and how to reach you.
- **Featured section:** add portfolio pieces, a GitHub profile, writing samples or a short Loom introduction.
- **Photo:** a clear, friendly photo with good light. It doesn't need to be professional.

Apply Smart, Not Just Often

Sending hundreds of identical applications feels productive, but it rarely works. A steady, organised system — with tailoring and follow-ups — gets far better results.



IN THIS CHAPTER

[Quality vs volume](#)[Your job tracker](#)[Follow-up template](#)[Handling rejection](#)

5.1

Find your balance of quality and volume

A good target for most people is **5–10 tailored applications a week**. Tailoring doesn't mean rewriting everything — it means spending 15–20 minutes adjusting the parts that matter:

- ☐ Change the job title under your name to match the role.
- ☐ Update your summary to mention the company's main need.
- ☐ Reorder your skills so the job ad's top requirements appear first.
- ☐ Swap in your most relevant bullet points for each role.
- ☐ Answer every screening question fully — these are often read first.

5.2

Track everything

Once you've sent more than a handful of applications, it's easy to forget who you applied to and when. A simple tracker — a spreadsheet, a Trello board, or a Notion table — keeps you in control.

Company	Role	Date	Source	Status	Next step
Brightdesk	Support Specialist	3 Mar	Land Remote Jobs	Interview	Prep STAR stories
Northwind	QA Tester	4 Mar	LinkedIn	Applied	Follow up 14 Mar
Lumen AI	AI Trainer	6 Mar	Land Remote Jobs	Test sent	Finish by 9 Mar

Use status columns like: *Saved* → *Applied* → *Screening* → *Interview* → *Offer* → *Closed*. Every Friday, move each card and set the next step.

5.3

Follow up — politely

If you haven't heard back after 7–10 working days, a short follow-up is professional, not pushy. Send one follow-up; if there's still no reply, move on.

FOLLOW-UP EMAIL TEMPLATE

Subject: Following up — [Job Title] application

Hi [Name],

I applied for the [Job Title] role on [date] and wanted to check whether there's any update on the timeline. I'm still very interested — especially in [one specific thing about the role or company].

In case it's helpful, I recently [a relevant new achievement, course or project]. Happy to share anything else you need.

Thanks for your time,
[Your name]

5.4

Dealing with rejection and silence

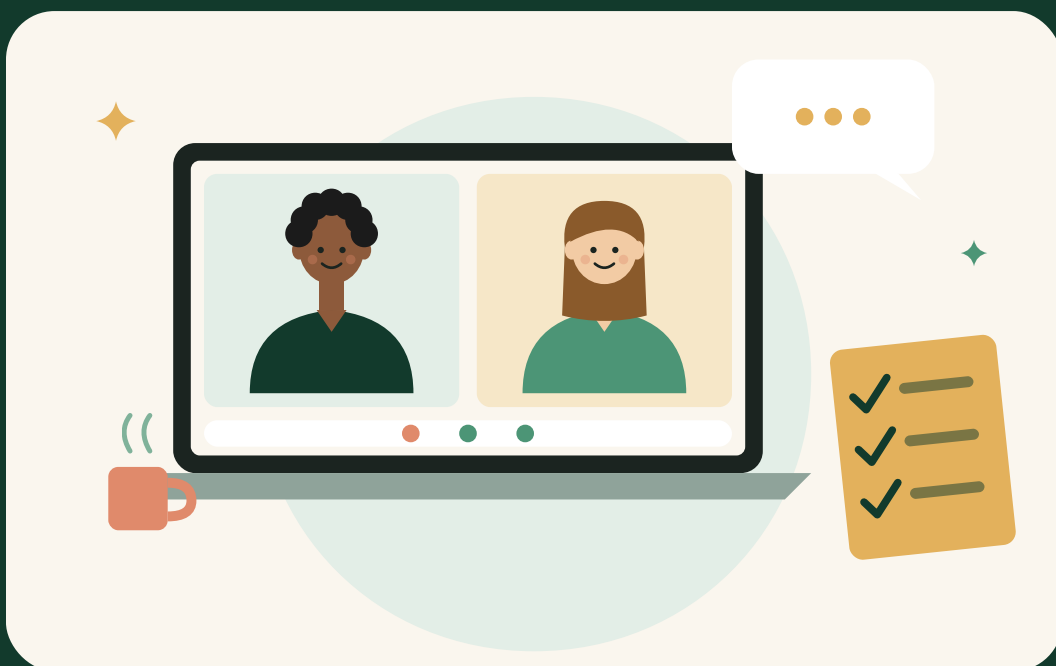
Remote roles attract many applicants, so rejection — and silence — is normal. It usually says more about the number of applicants than about you.

**Turn every 'no' into data**

Every two weeks, look at your tracker. Lots of applications but no screenings? Your CV needs work (Chapter 4). Screenings but no second interviews? Practise your answers (Chapter 6). Final rounds but no offers? Ask for feedback — many interviewers will share a sentence or two if asked kindly.

Ace the Remote Interview

Remote interviews test more than your answers. They test your setup, your communication on camera, and increasingly, how you perform with an AI interviewer. Preparation makes all the difference.



IN THIS CHAPTER

[Interview stages](#)[Tech setup checklist](#)[AI & one-way interviews](#)[STAR method](#)[Questions to ask](#)

6.1

What the process usually looks like

Stage	What happens	How to prepare
Screening	A short call or form with a recruiter: availability, pay expectations, basics.	Know your hours, time zone and pay range
AI or one-way video	You record answers to set questions, or talk with an AI interviewer.	Practise speaking to a camera with a timer
Skills test	A task, quiz, coding test or sample project.	Read instructions twice; ask questions early
Team interview	Live video call with your future manager or team.	Prepare 5–6 STAR stories
Final / offer	Culture fit, references, offer discussion.	Have questions and your terms ready

6.2

Tech setup checklist (do this the day before)

- ☐ Open the meeting link and test it — install any app it needs.
- ☐ Place your camera at eye level (stack books under your laptop).
- ☐ Face a window or lamp so your face is well lit; avoid light behind you.
- ☐ Choose a tidy, simple background — or use a subtle blur.
- ☐ Test your microphone and headset; record yourself for 30 seconds and listen back.
- ☐ Charge your laptop and keep the charger plugged in.
- ☐ Turn off notifications and close unrelated tabs.
- ☐ Have your phone hotspot ready as a backup, plus the interviewer's email in case you drop.
- ☐ Keep water, your CV and a notepad nearby.

6.3

AI and one-way video interviews

More and more remote employers — especially AI training and tech platforms — use AI interviewers or pre-recorded video questions for the first round. They can feel strange, but they're very passable with practice.

Treat it like a real interview

Dress, sit and speak as you would with a person. Recordings are often reviewed by humans later.

Look at the camera

Not at your own face on screen. Put a small sticker next to the lens as a reminder.

Structure every answer

Use STAR (below). A clear beginning, middle and end scores better than a long story.

Pause is fine

Take two seconds to think before answering. It sounds confident, not slow.



Be honest and specific

AI interviewers often ask follow-up questions about the details of your experience. Real, specific examples hold up well; exaggerated ones fall apart quickly. It's also fine to say "I haven't done that yet, but here's how I'd approach it."

6.4

Answer with the STAR method

For any "Tell me about a time when..." question, structure your answer in four parts. Aim for about 90 seconds.

S — Situation

Set the scene in one sentence.

T — Task

What needed to happen, and what was your role?

A — Action

What *you* did, step by step. This is the longest part.

R — Result

The outcome — with a number if possible — and what you learned.

STAR EXAMPLE — 'TELL ME ABOUT A TIME YOU MISSED A DEADLINE RISK'

S: At my last job, a client project was due Friday, but on Tuesday our designer in another time zone fell ill.

T: I was responsible for delivery, so I needed to keep the deadline without lowering quality.

A: I split the remaining work into small tasks, messaged the client the same day with a clear update, and asked a freelancer we'd used before to cover two screens. I shared a daily written progress note so nobody had to wait for a meeting.

R: We delivered on Friday morning, and the client renewed for another six months. I now always keep a backup contact for key tasks.

6.5

Common remote interview questions

Question	What they really want to know	Angle for your answer
Why do you want to work remotely?	Are you here for the work, or only the lifestyle?	Focus on how you do your best work — deep focus, fewer interruptions — not just on convenience.
How do you manage your time?	Will you deliver without supervision?	Describe your actual system: daily plan, task tool, how you prioritise.
Have you worked across time zones?	Can you communicate asynchronously?	Give an example of clear written handovers or updates.
What do you do when you're stuck?	Will you stay silent or ask for help?	Show you try first, then ask early with a clear, specific question.
Describe your home setup.	Are you reliable on calls and online?	Mention your connection, backup, quiet space and equipment.

6.6

Questions to ask them

Always have two or three ready. They show real interest and help you judge whether the role is a good fit.

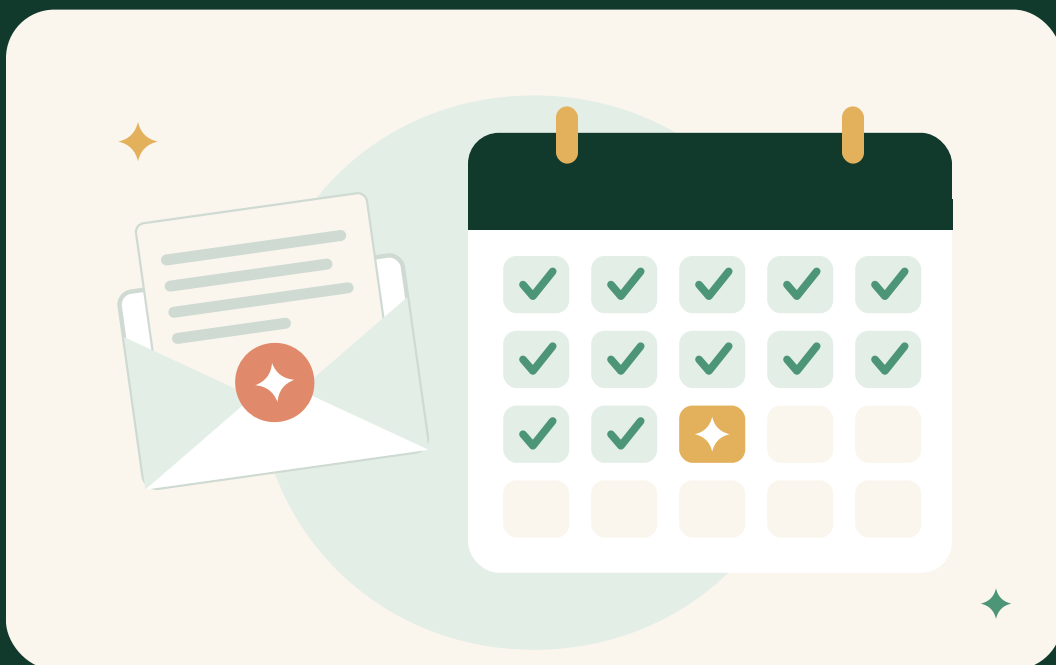
- "What does a typical week look like for someone in this role?"
- "Which hours do you expect me to overlap with the team?"
- "How does the team communicate day to day — mostly chat, meetings or documents?"
- "What would success look like in the first 90 days?"
- "What are the next steps, and when can I expect to hear back?"

THANK-YOU MESSAGE (SEND WITHIN 24 HOURS)

Hi [Name], thank you for your time today. I really enjoyed learning about [a specific topic from the conversation]. It made me even more excited about the role, especially [what excites you]. Please let me know if I can share anything else. Best, [Your name]

The Offer and Your First 30 Days

Getting an offer is exciting — but take a moment to read it carefully. Then use your first month to build the trust that remote work runs on.



IN THIS CHAPTER

[Offer checklist](#)[Negotiating politely](#)[30-day plan](#)[Update template](#)

7.1

Check the offer before you sign

Remote contracts vary a lot. Make sure you understand these points — and get the important ones in writing:

- ☐ **Contract type:** employee, contractor, or through an Employer of Record?
- ☐ **Pay:** amount, currency, hourly or monthly, and how often you're paid.
- ☐ **Payment method:** how the money reaches you, and who pays transfer fees.
- ☐ **Hours:** total hours per week and any required overlap time.
- ☐ **Trial period:** how long it lasts and what happens after it.
- ☐ **Equipment:** does the company provide a laptop or pay an allowance?
- ☐ **Time off:** paid holidays and which country's public holidays apply.
- ☐ **Notice period** and any rules about working for other clients.



Negotiating is normal

Many remote employers expect some negotiation. Keep it friendly and specific: *"Thank you — I'm excited about this offer. Based on my experience with [skill] and the market rate for similar remote roles, would you be open to [amount]?"* If pay can't move, you can sometimes ask about an equipment allowance, extra days off or a pay review after three months.

7.2

Your first 30 days

In an office, people see you working. Remotely, they only see what you share. Your first month is about making your work visible and reliable.

WEEK 1 Set up and listen

- Get all accounts and tools working on day one.
- Read the team's documentation and past project notes.
- Ask your manager: "How do you prefer to receive updates?"

WEEK 2 Deliver a small win

- Pick a small, visible task and finish it well.
- Introduce yourself to people outside your team with a short message.

WEEKS 3-4 Build your rhythm

- Take ownership of regular work.
- Set a fixed routine for updates, focus time and breaks.
- Ask for feedback: "What should I keep doing, and what should I change?"

END-OF-DAY UPDATE TEMPLATE

Done today: [2-3 completed items]

In progress: [what you're working on + expected finish]

Blocked / need help: [anything you're waiting on, and from whom]

Tomorrow: [your top priority]

Over-communicate for the first month. It's much easier to reduce updates later than to rebuild lost trust.

Work-Life Balance and Flexible Hours

Flexible hours are one of the best parts of remote work — and one of the easiest to get wrong. Without an office door to walk out of, work can quietly take over your whole day.



IN THIS CHAPTER

[Setting boundaries](#)[Designing your day](#)[Energy & focus](#)[Burnout warning signs](#)[Shutdown ritual](#)

8.1

The flexibility trap

When you can work any time, it's tempting to work all the time: checking messages at dinner, "just finishing one thing" at midnight, never really switching off. Over weeks, this leads to tiredness, lower quality work and stress at home. Healthy remote workers create structure on purpose.

8.2

Set clear boundaries

Space

Work in one spot, if possible. When you leave it, you leave work. Even a specific corner of a table helps.

Time

Set your working hours in your calendar and chat status, so colleagues know when to expect replies.

Devices

Remove work apps from your phone, or mute them outside working hours.

People

Tell family or housemates your focus hours. A closed door or headphones can be your "do not disturb" sign.

8.3

Design your flexible day

Flexible doesn't mean random. Choose a pattern that fits your energy and your team's overlap hours, then stick to it most days. Two examples:

Time	Steady day	Split day (for overlap with other time zones)
Morning	8:30 plan · 9:00–12:00 deep work	9:00–12:00 deep work on your own tasks
Midday	12:00–13:00 lunch away from the screen	12:00–15:00 long break: family, exercise, errands
Afternoon	13:00–15:00 meetings · 15:00–17:30 lighter tasks	15:00–17:00 admin, messages, planning
Evening	17:30 shutdown ritual — done for the day	19:00–21:00 overlap time for calls · then log off

8.4

Protect your energy and focus

- **Time-block:** plan your most difficult task for the time of day you think most clearly.
- **Work in focused bursts:** try 50 minutes of focus followed by a 10-minute break.
- **Batch messages:** check chat and email at set times instead of every few minutes.
- **Move every day:** a walk before work can replace the "commute" that separates home and work.
- **Stay connected:** remote work can feel lonely. Join a coworking space, a community, or schedule social video calls.



Burnout warning signs

Feeling tired even after a weekend · dreading messages · finding it hard to concentrate · working longer but getting less done · losing interest in things you normally enjoy · trouble sleeping. If several of these sound familiar, talk to your manager about your workload, take real time off, and reach out to people you trust. If it doesn't improve, consider speaking with a doctor or counsellor.

8.5

Your 5-minute shutdown ritual

A short routine at the end of each workday tells your brain that work is over. Try this:

- 1 Write down where you stopped and what's next, so you won't think about it tonight.
- 2 Send your end-of-day update (template in Chapter 7).
- 3 Check tomorrow's calendar for early meetings.
- 4 Set your status to "away" and close work apps.
- 5 Do something physical to mark the change — close the laptop, tidy your desk, go for a walk.

Working Across Time Zones

Working with a team on the other side of the world is normal in remote work. It works beautifully when everyone knows their overlap hours — and writes messages that don't need a meeting to understand.



IN THIS CHAPTER

Finding overlap hours

Async communication

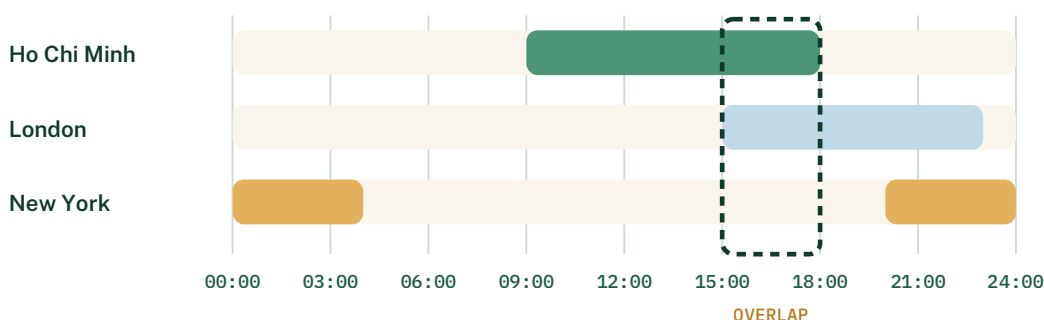
Scheduling tools

Protecting your sleep

9.1

Know your overlap hours

Overlap hours are the times when you and your team are online together. Most remote teams only need 2–4 hours of overlap per day; the rest of the work happens independently.



Example: standard 9:00–17:00 (London) and 9:00–17:00 (New York) working days shown in Ho Chi Minh City time (GMT+7), during northern-hemisphere summer. Someone working 9:00–18:00 in Vietnam overlaps naturally with London in the late afternoon, but would need an adjusted evening block to overlap with New York.

- ☐ Write your time zone in your CV header, LinkedIn and chat profile (e.g. "GMT+7").
- ☐ Decide which hours you can reliably overlap before an interview asks you.
- ☐ Remember daylight saving time: many countries shift their clocks twice a year, so your overlap may move by an hour.

9.2

Master asynchronous communication

"Async" means communicating in a way that doesn't need an instant reply. When your teammate is asleep while you work, every message should be complete enough that they can act on it when they wake up.

HARD TO ACT ON

"Hey, got a minute?"

(The reply arrives 8 hours later: "Sure, what's up?" — and a whole day is lost.)

ASYNC-FRIENDLY

"Hi Sam — the client wants the report by Thursday 17:00 your time. I've finished sections 1–3 (link). Could you review section 2's numbers? If they look fine, I'll send it Wednesday."

ASYNCHRONOUS MESSAGE FORMULA

Context: what this is about, in one line
Status: what's done, with links
Ask: exactly what you need from them
Deadline: when — in *their* time zone, or in UTC
Default: what you'll do if you don't hear back

- **Use Loom or screen recordings** to explain complex things instead of scheduling a call.
- **Write things down:** decisions, meeting notes and processes in shared documents.
- **Always state times with a time zone** — "15:00 GMT+7" or "08:00 UTC", never just "3pm".

9.3

Tools that make it easy

Calendar

Add a second time zone to Google Calendar or Outlook so you see both at a glance.

Time zone converters

Sites like timeanddate.com or World Time Buddy show several cities side by side.

Scheduling links

Tools like Calendly show others your free slots in their own time zone automatically.

Chat status

Show your local time and working hours in Slack or Teams so nobody expects instant replies at night.

9.4

Protect your sleep and health

If your role needs late-night or early-morning calls, don't let them slowly take over your life.

- **Keep a consistent sleep schedule**, even on weekends, as much as possible.

- **Group late meetings** on the same one or two evenings rather than spreading them across every night.
- **Ask for a rotation:** in global teams, it's fair for meeting times to rotate so the same people aren't always on at midnight.
- **Balance your hours:** if you worked late last night, start later today. Flexible hours should flex both ways.

ACTION PLAN

Your 30-day remote job plan

Reading is the easy part. Here's how to turn this book into a job offer.
Spend about an hour a day, five days a week.

WEEK 1 **Get ready**

- ☐ Complete the readiness self-check (Chapter 1) and fix one gap.
- ☐ Test your internet, headset and lighting; set up a backup connection.
- ☐ Open and verify a way to receive international payments.
- ☐ Browse landremotejobs.com and save 10 roles that match your skills.

WEEK 2 **Build your materials**

- ☐ Rewrite your CV using the structure and bullet formula (Chapter 4).
- ☐ Update your LinkedIn headline, About section and Open to Work settings.
- ☐ Write your cover letter template and record a two-minute Loom introduction.
- ☐ Set up your job tracker and send your first 5 tailored applications.

WEEK 3 **Apply and practise**

- ☐ Send 5–10 more tailored applications.
- ☐ Write six STAR stories and practise them out loud on camera.
- ☐ Do one mock interview with a friend or record yourself answering the five common questions.
- ☐ Send follow-ups to applications older than 7–10 working days.

WEEK 4 Review and improve

- ☐ Review your tracker: where are applications stopping? Adjust your CV or interview prep.
- ☐ Ask your network for referrals to two companies on your list.
- ☐ Send 5–10 more applications, and check landremotejobs.com for new roles.
- ☐ Plan your ideal remote workday and your overlap hours — so you're ready when the offer comes.

**Keep going**

Most people who land remote jobs don't have perfect CVs or perfect interviews. They simply keep applying, keep improving a little each week, and don't give up after the first few rejections. That can be you.



Your remote job is out there.

Find fresh, curated remote openings — from AI training and data annotation to software, QA and language work — and start applying today.

Browse jobs at landremotejobs.com

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