

# GLOSSARY

## Working Remotely

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Use these terms and definitions below to understand concepts taught in the course.

**Transcript Search:** Note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
<b>boundaries</b>	The rules you set for yourself to help you keep working through distractions
<b>communication expectations</b>	The ground rules that govern how and when a remote worker will communicate with their boss and colleagues
<b>onboarding</b>	The process of getting trained and acclimated to the job
<b>remote meeting</b>	A meeting between two or more people that takes place over the computer using an audio or video conferencing application
<b>remote worker</b>	A person who can work from anywhere that has Internet connectivity
<b>stakeholders</b>	All of the people who will be affected by the outcome of a project