



Book Review

Virtual Collaboration: Work from anywhere - Overcommunicate - Avoid Isolation

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Virtual Collaboration: Work from Anywhere - Overcommunicate - Avoid Isolation is part of the Harvard Business Review Press' 20 Minute Manager series and focuses on building productive relationships with colleagues while fostering your own sense of initiative while working remotely. In this book, virtual collaboration is defined broadly as: working outside of an office full or part time, working from home in a pinch, as well as short-term assignments away from your typical workplace. *Virtual Collaboration* is broken down into five main sections: clarifying expectations for your work, managing technology, building productive relationships, communicating effectively, and managing common problems. *Virtual Collaboration* provides concise and helpful guidance for anyone new to remote work or those aiming to increase their productivity and effectiveness in virtual environments.

While the book has a chapter dedicated to managing your own technology needs, the rest of it focuses on communication and relationship management. *Virtual Collaboration* acknowledges the difficulties and awkwardness associated with building and maintaining personal relationships in environments where meeting in person is not possible. As suggested in the book's subtitle, over communicating and avoiding isolation are highlighted as strategies for effective collaboration in virtual environments. *Virtual Collaboration* proposes specific and effective strategies including: developing virtual project charters to manage stakeholder expectations and creating a "crisis card" to help when unexpected technical issues arise. The chapter on effective communication has proposed strategies for giving and receiving feedback, which can be complicated when working remotely.

Overall, this book is a timely and an important read for library workers on remote assignments or working collaboratively in virtual environments. Being part of the Harvard Business Review's 20 Minute Manager Series, *Virtual Collaboration* is a concise book that can be read in one or two sittings. The strategies and tools presented in the book are sure to benefit anyone collaborating with colleagues from a distance.