Leveraging Online Tools to Run Your Business During the Pandemic and Beyond

74% of companies plan to shift at least 5% of their previously on-site workforce to permanently remote positions post-COVID 19.

Managing Remote Workers

The key is to shift your thinking away from time-focused accountability. Rather than fixating on the minutes your team might lose to petting their dogs or making lunch, focus on the bigger picture.

What work do you want them to get done?

How should they deliver it?

Managing Remote Workers

Remote work is all about the deliverables.

Assign work, and set reasonable expectations

for delivery timelines.

Remote Tools Stack

Remote Tools Stack

Remote tools offer structure, streamline operations, and hold your company together as it grows.
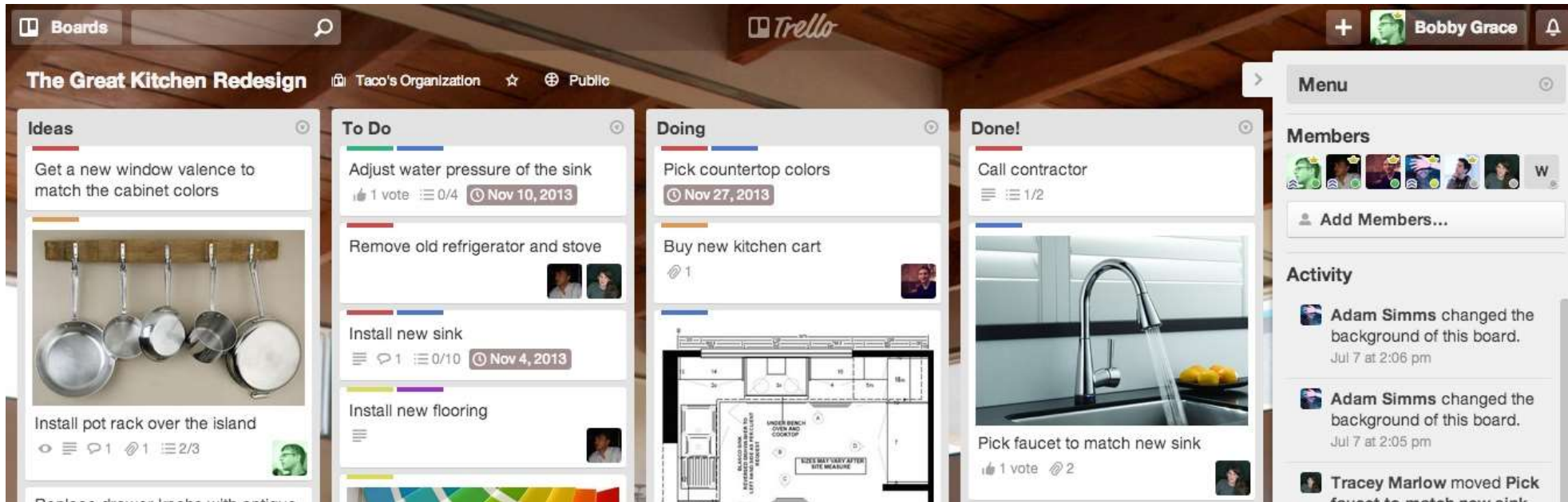
Cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat.
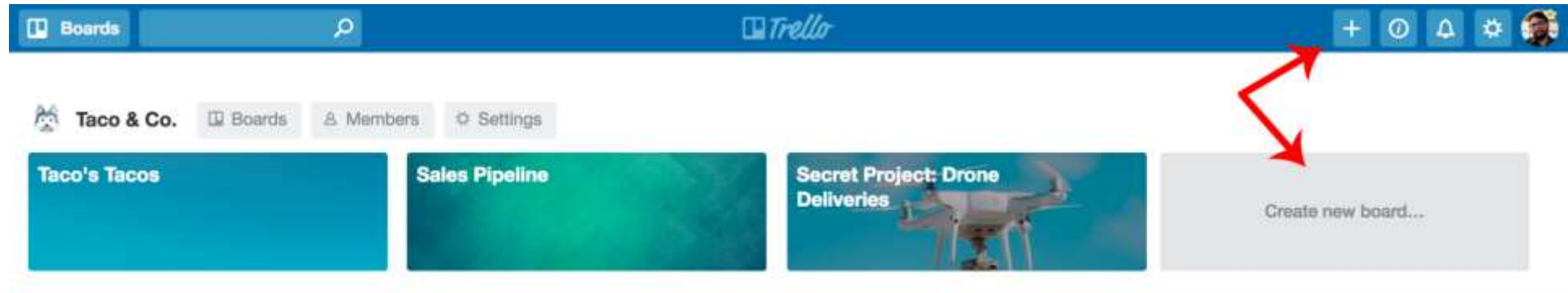
Zoom has added

2.22 million monthly active users.

What Is Trello?

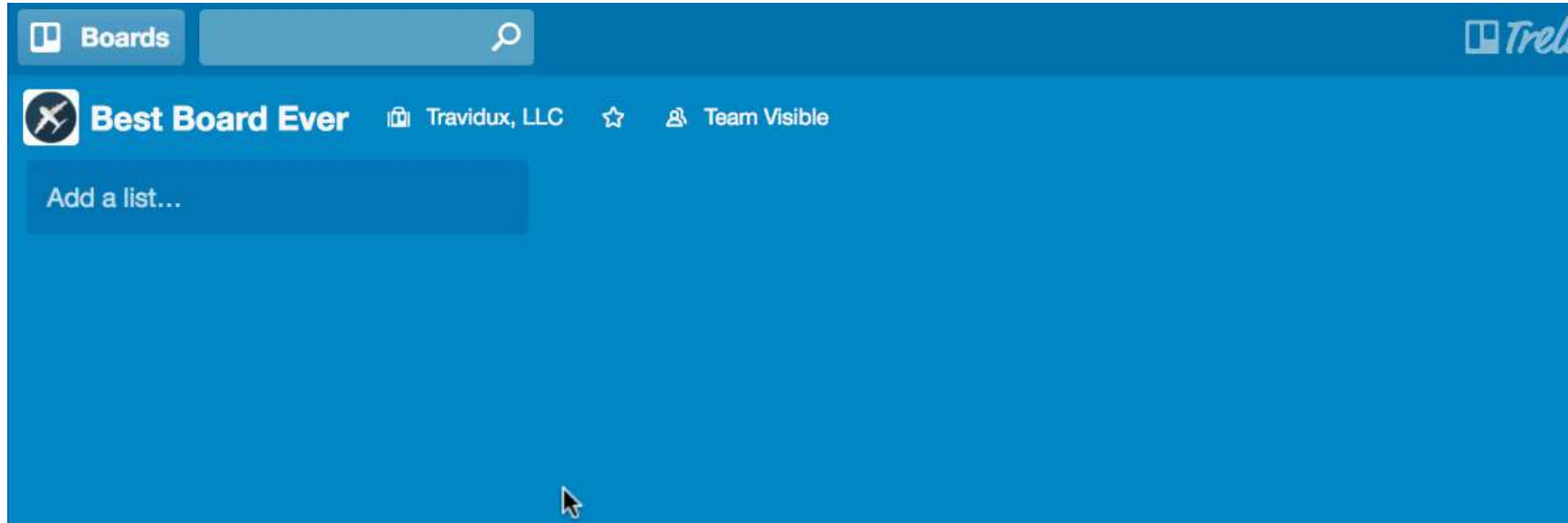Trello is the easy, free, flexible, and visual way to manage your projects and tasks.

Trello Boards

Trello boards contain lists laid out horizontally on the page so you can get a bird's eye view of your project.

Trello Boards

Boards are where projects get organized, information is shared. Boards are made up of lists and cards.
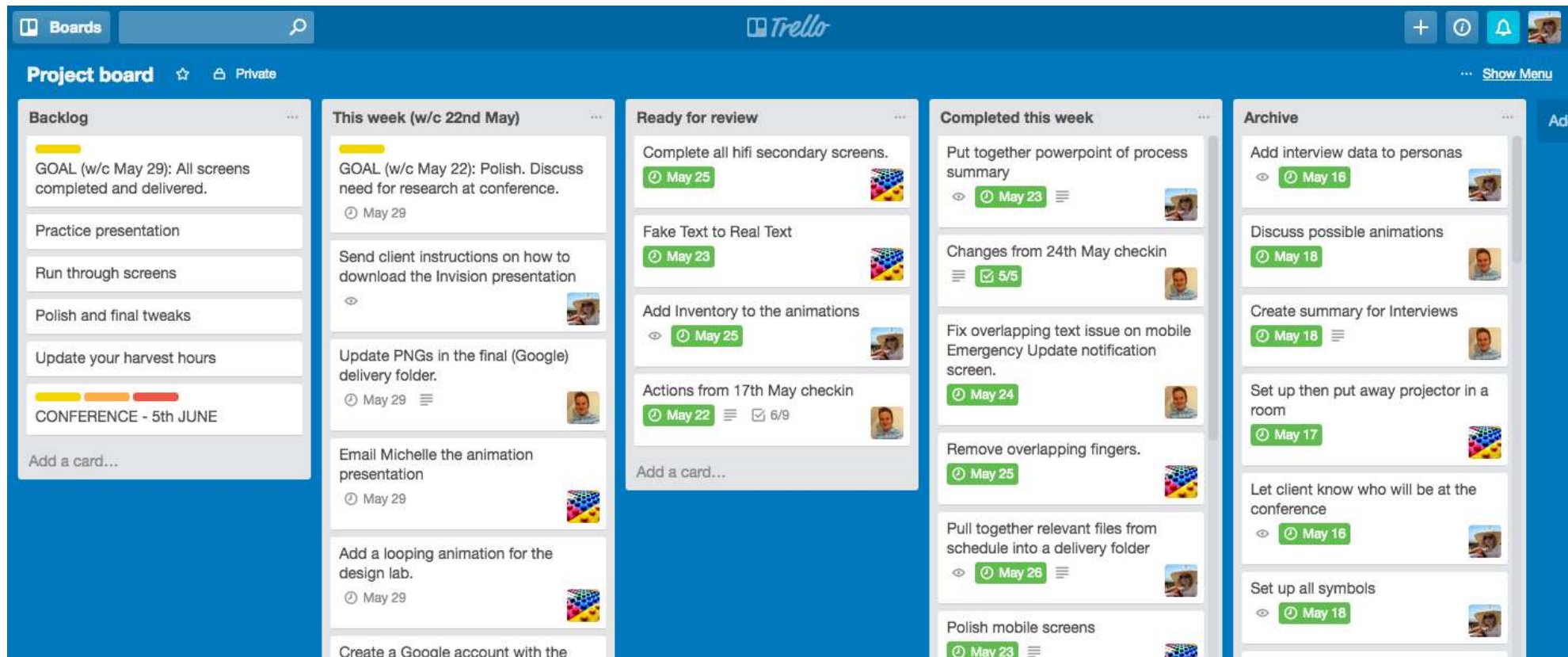
Trello Lists

Lists keep cards organized in their various stages of progress.

Trello Cards
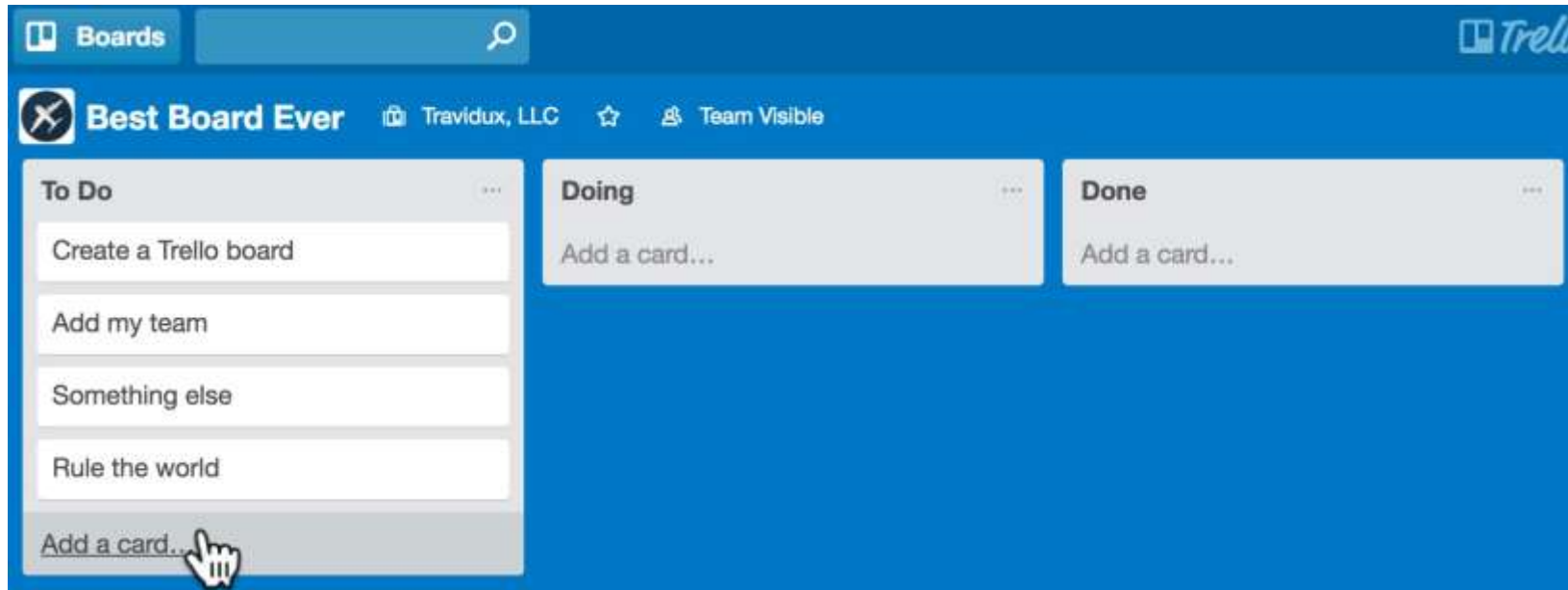
Cards are a fundamental unit of a board.

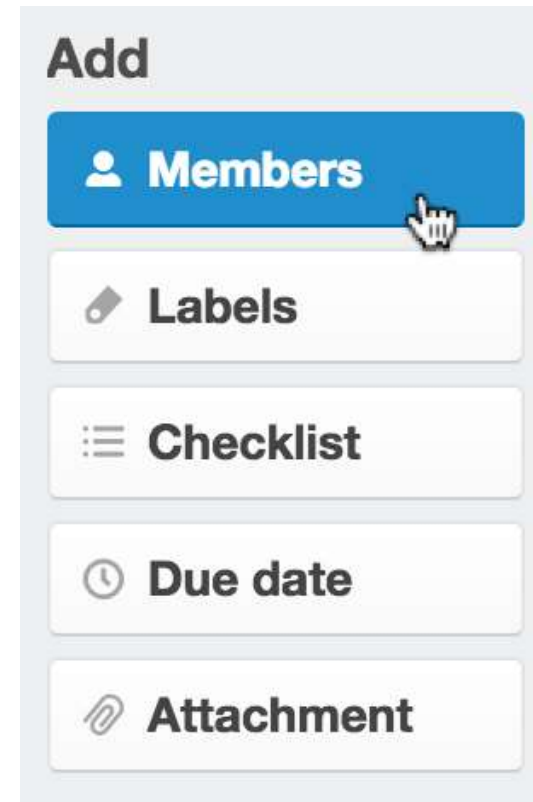Cards represent tasks and ideas.

Trello Cards

Trello Cards

Cards can be customized to hold a variety of useful information.

Drag and drop cards across lists to show progress.
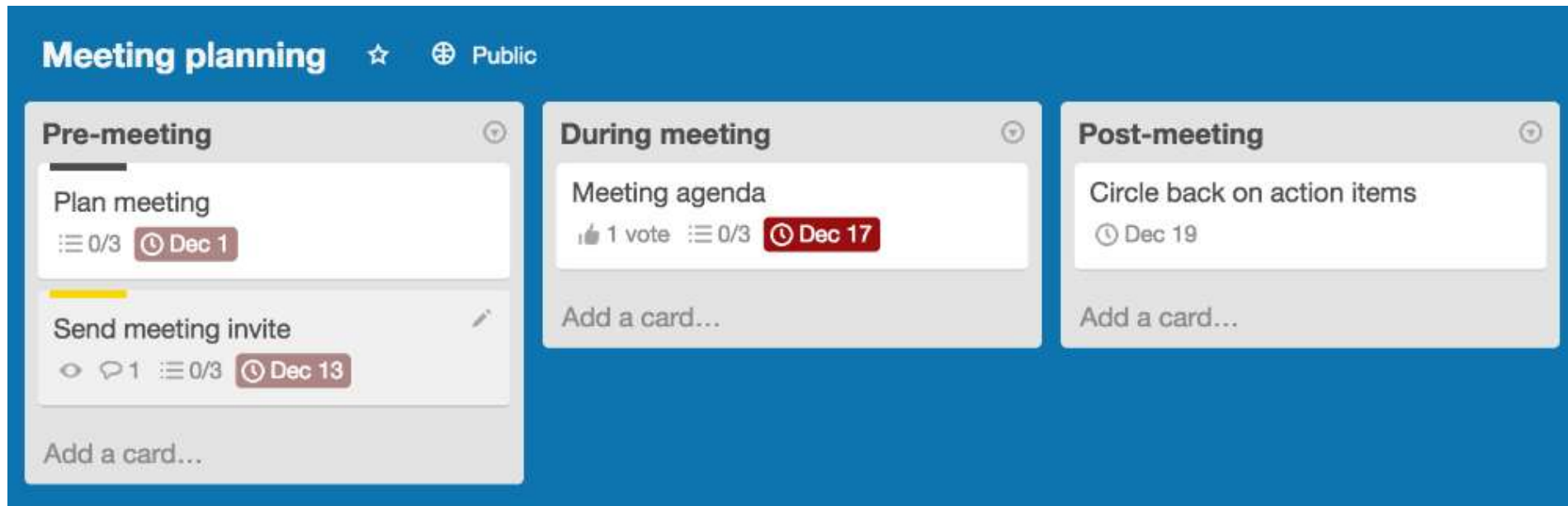
Invite Members

Invite members to your board so that they can be assigned to tasks and collaborate on your board.

Add

- 👤 **Members**
- ✏️ **Labels**
- ☰ **Checklist**
- 🕐 **Due date**
- 📎 **Attachment**

The Card Back

Comments & Activity

Checklists

Due Date

Attachments

trello.com

What Is Slack?

Slack is an instant messaging and collaboration system on steroids.

In March, Slack's users went up by

2 million in one week.

Channels

Channels

Organize your team conversations in open channels. Make a channel for a project, a topic, a team, or anything—everyone has a transparent view of all that's going on.

CHANNELS

accounts
general
marketing
mobile
media-team

Direct Messages

Direct Messages

To reach a colleague directly, send them a Direct Message. It's completely private and secure.

DIRECT MESSAGES

♥ slackbot

● Carl Benting

☑ Hayley, Jon
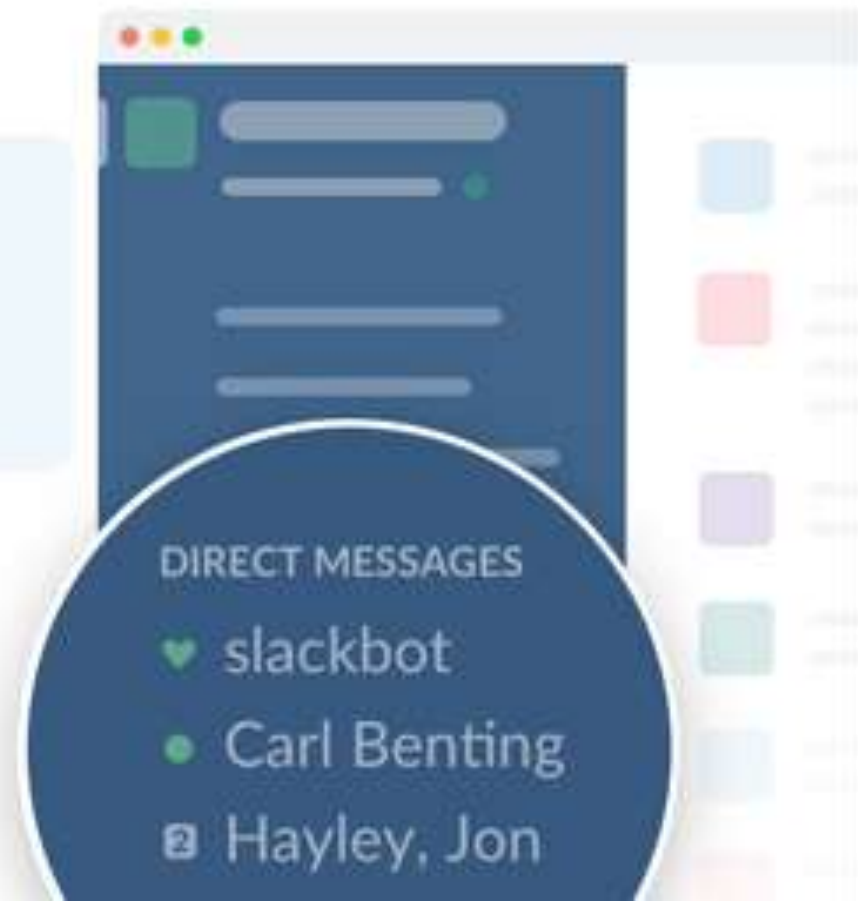
Share Your Files

Drag, drop, and share your files.

Not just your messages, but **all your files**, images, PDFs, documents, and spreadsheets can be dropped right into Slack and **shared with anyone you want**. Add comments, star for later reference, and it's all completely searchable.

If you use any services like Google Drive, Dropbox, or Box, just paste the link and that document is **immediately in sync and searchable** too.

Q4-update.doc

Platforms

Integration

slack.com

What is Evernote?

A Suite of Software and Services Designed for Notetaking and Archiving.

Evernote Access

- Install on a PC
- Access via the Website
- Mobile App

Use Evernote For:

STORING IMAGES

Business Cards

Accident Info

Expense Reports

Receipts

Whiteboards

Screen Capture

SAVING DOCUMENTS

PDFs, Word, Excel

Power Point

IMPORTANT DATA

Passwords

Contacts

Encrypt Content

Use Evernote For:

RECORDING YOUR THOUGHTS

Record audio from your computer

or mobile device

2 Types of Notebooks

LOCAL NOTEBOOK
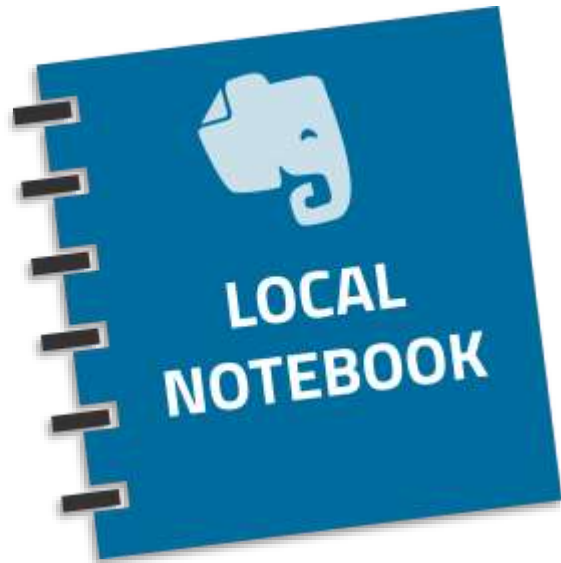
Stored on your desktop and NOT shared with the cloud.

SYNCHRONIZED NOTEBOOK
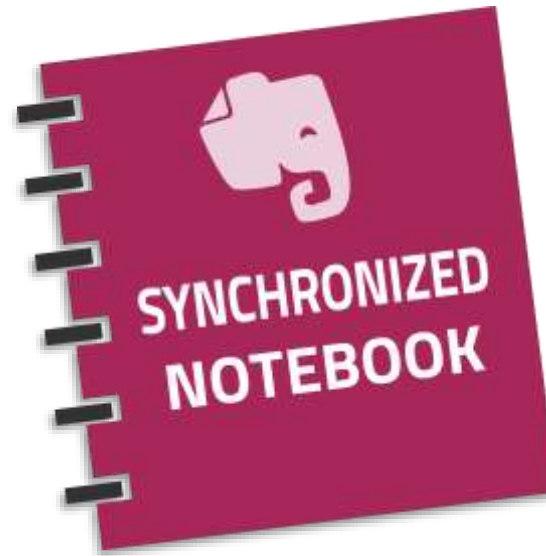
Notebook you are willing to share on the cloud.

Notebooks

- Up to 250 Notebooks

- Email Content Directly to a Default Notebook

- Export (back up) save to desktop

EVERNOTE NOTEBOOK
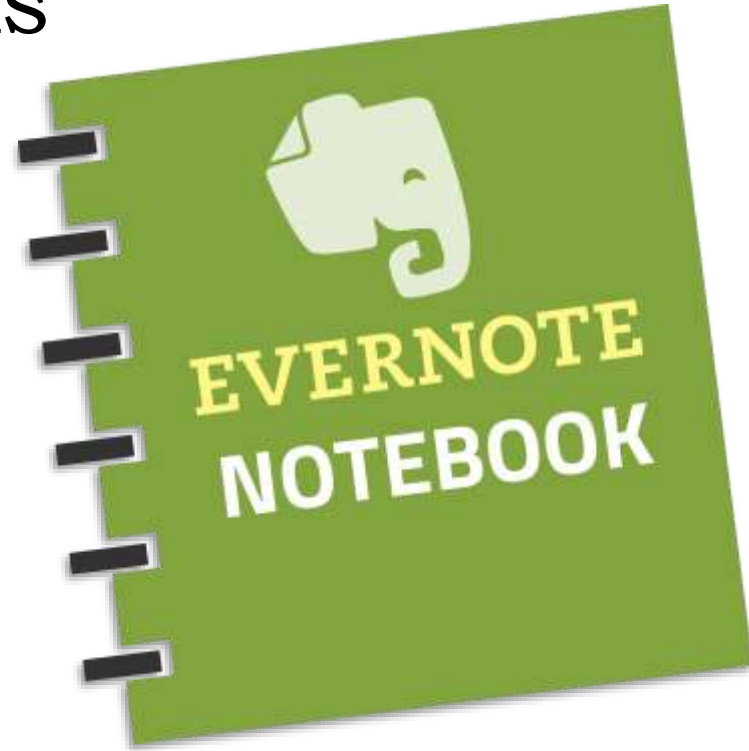
A Note About Notes

- Can Have Attachments
- Sorted into Folders
- Tagged
- Annotated
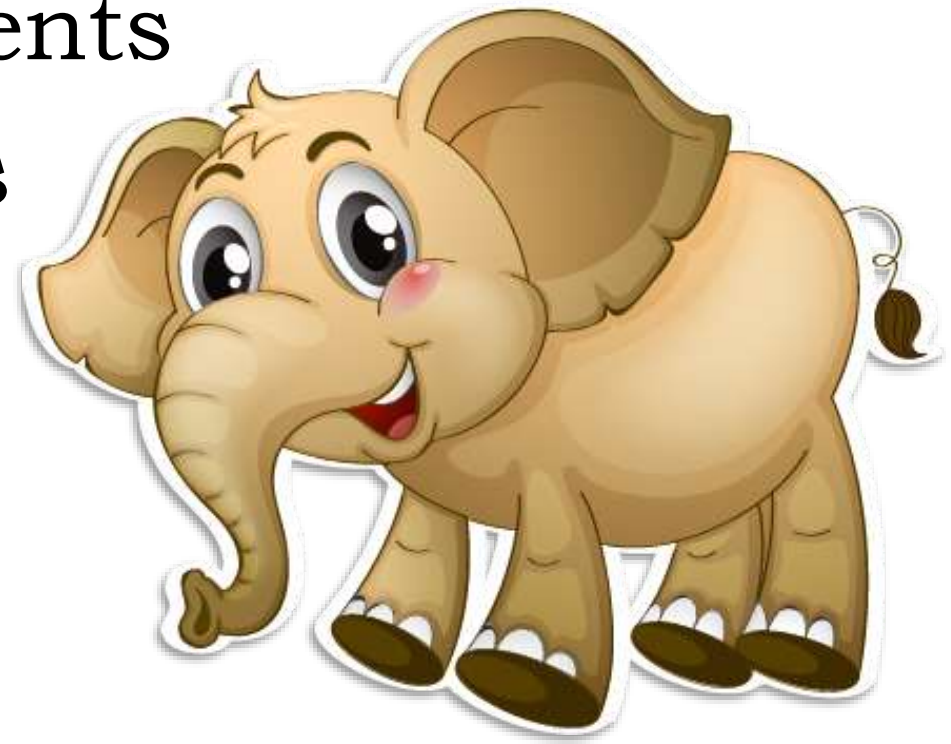
A Note Can Be...

- Formatted Text
- A Webpage
- Voice Memo
- Photograph
- Handwritten Note

A Note Can Be...

- Given Comments
- Searched
- Shared
- Exported
- Edited

Working with Notes

- Create Text Note
- Paste PDF into Note
- Add Screenshots
- Create Multi-Media Notes
- Clip Web Content
- Merge Multiple Notes
- Create a Note from Email

Sorting Notes

- Create Tags
(Group Notes)

- Find Text in Notes

- Advanced Search
Options

Rules for Tagging

- Subject of Note

- Source of Note

- Specific Projects

- People & Places

What is Google Drive?
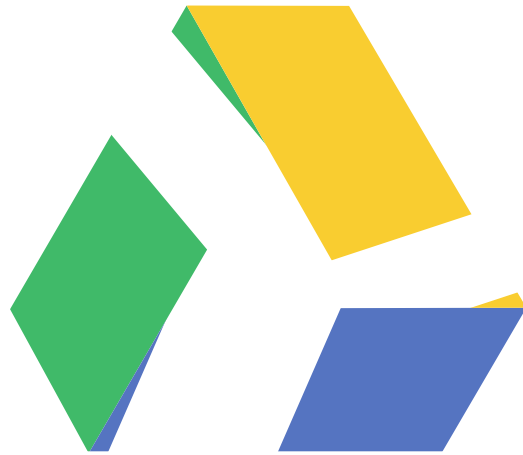
Google Drive is a cloud storage platform to keep all your files in one secure and centralized location.

Remote workers can store and share documents, spreadsheets, and slide presentations.

What is Google Drive?

Google Drive doesn't just store your files;
it also allows you to **create**, **share**,
and **manage** documents with its
own productivity apps.

Documents

Google Docs

Compose letters, flyers, essays, and other text-based files.

(similar to Microsoft Word documents)

Spreadsheets

Google Sheets

For storing and organizing information.

(similar to Microsoft Excel workbooks)

Presentations

Google Slides

For creating slideshows.

(similar to Microsoft PowerPoint presentations)

Forms

Google Forms

For collecting and organizing
data.

Henry Bramwell

www.vgl.com

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