

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.



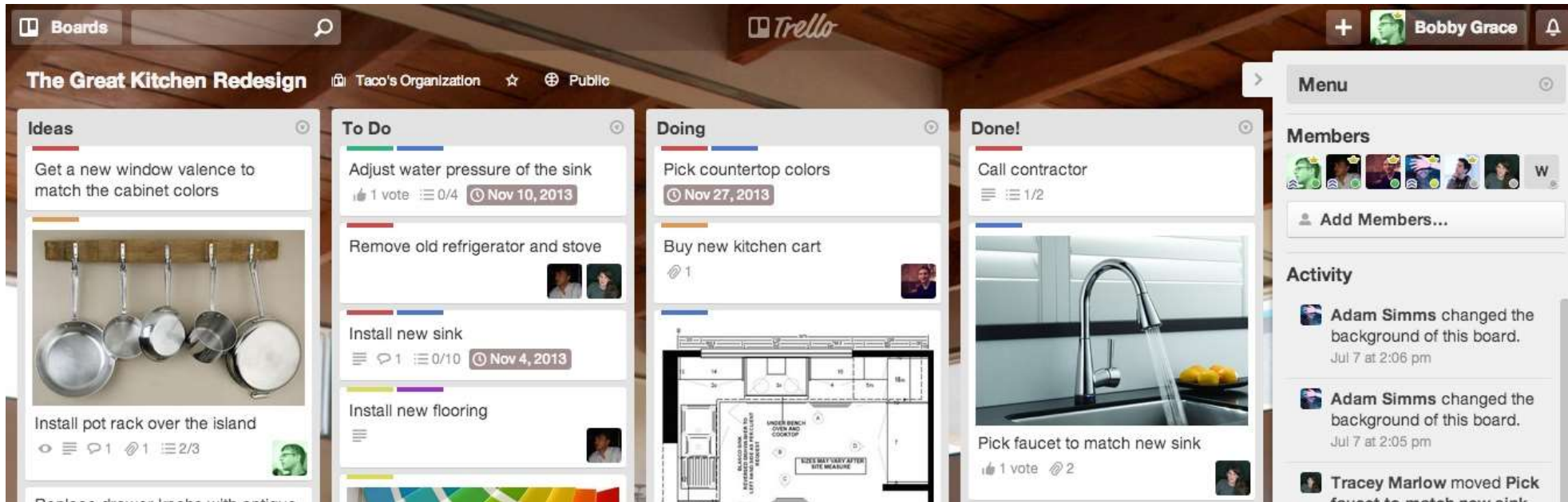
Cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat.



Zoom has added
**2.22 million monthly active
users.**

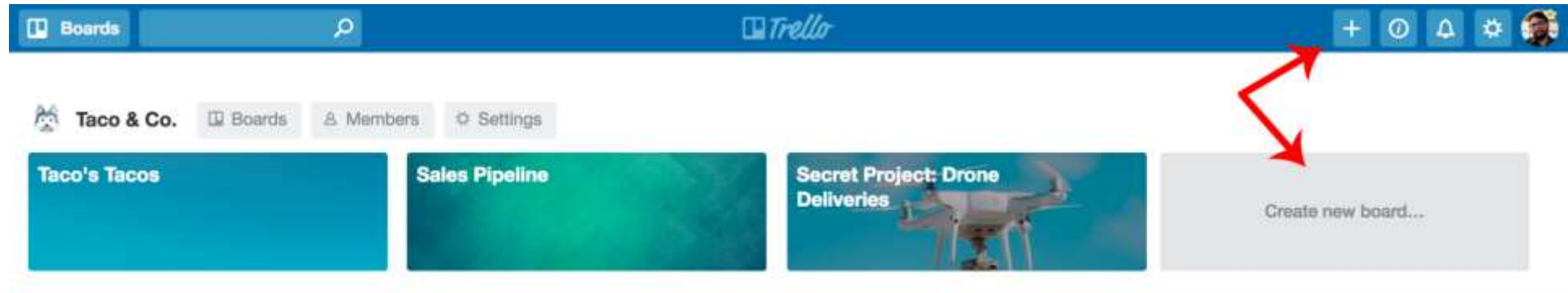


What Is Trello?



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

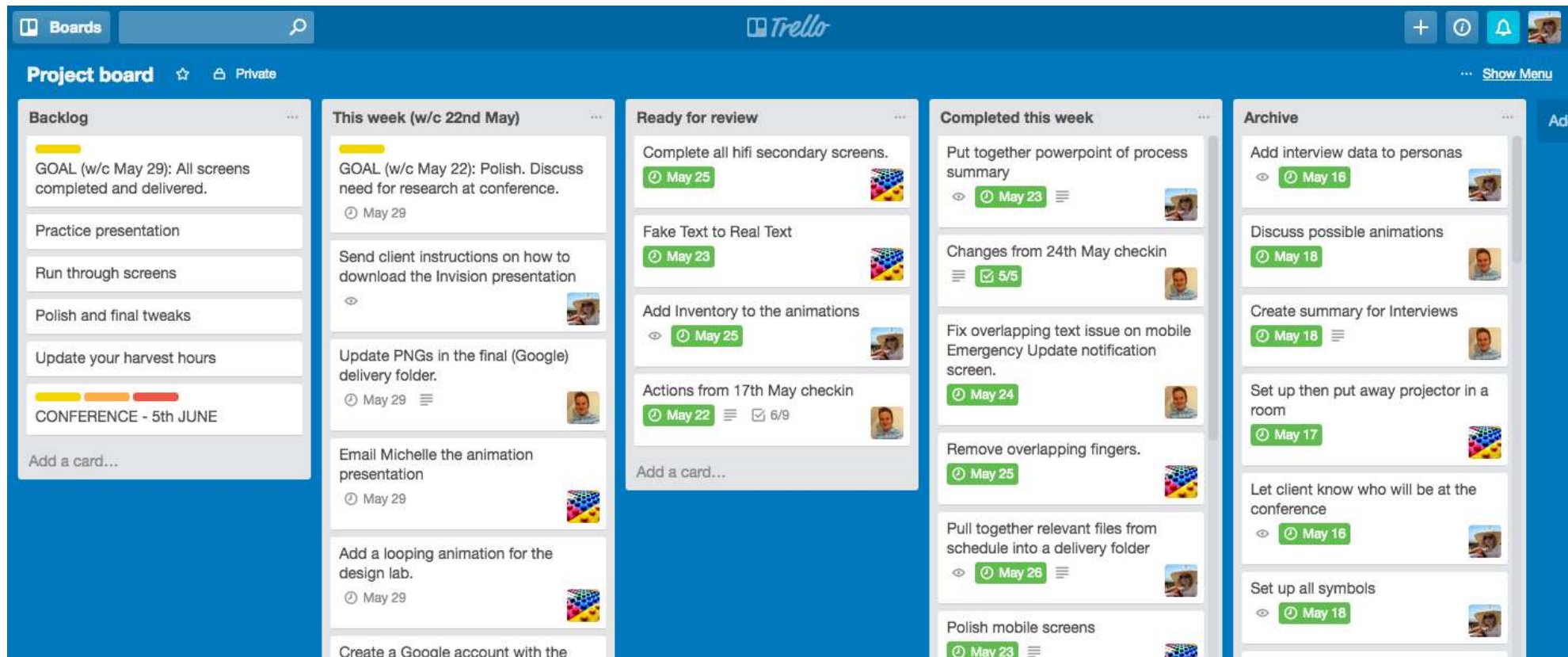
Trello Boards



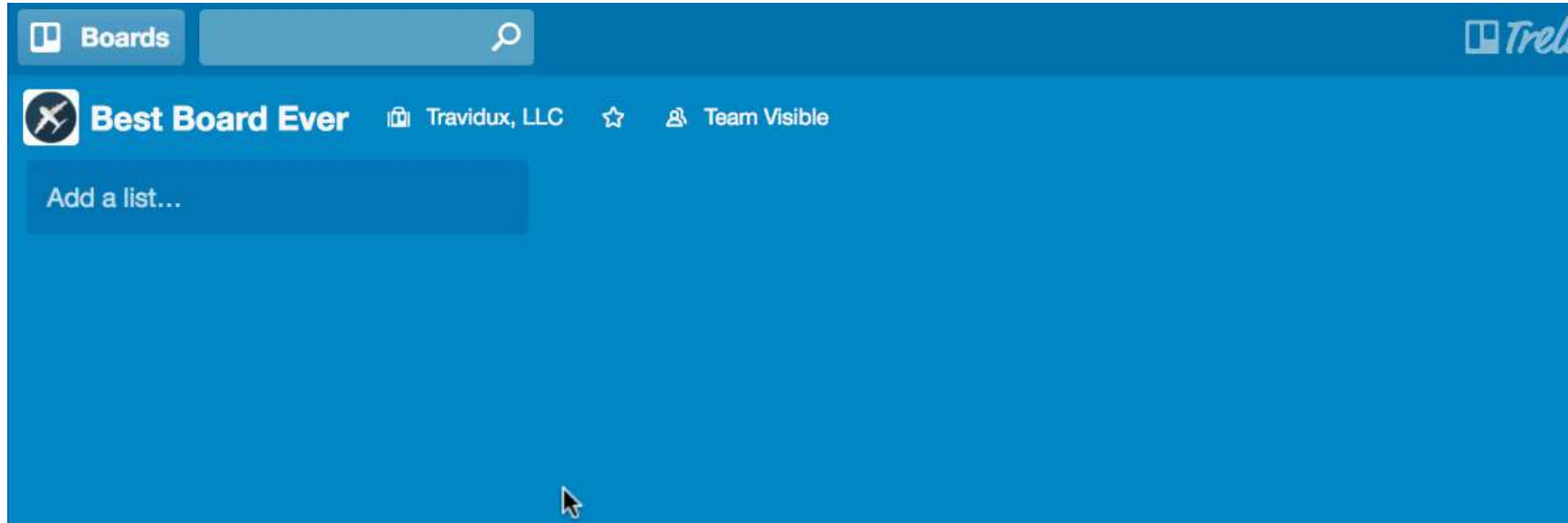
Trello boards contain lists laid out horizontally on the page so you can get a bird's eye view of your project.

Trello Boards

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

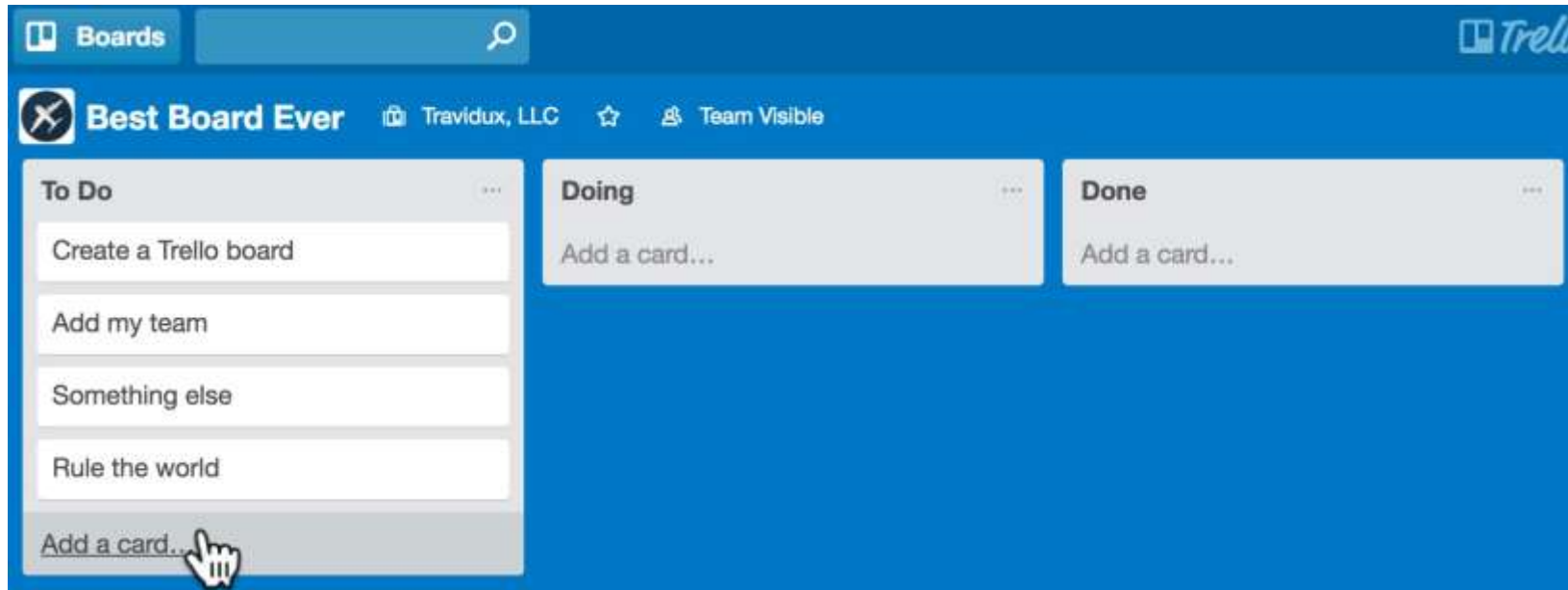


Trello Lists



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

The screenshot displays the Trello interface. On the left, a board titled "Things To Get Done" is visible, containing two lists: "To Do" and "Doing". The "To Do" list includes cards for "Return shoes", "Call mom", "Book flight to Hawaii", and "Pick up dry cleaning". The "Doing" list includes "Laundry" and "Add a card...". A red arrow points from the "Book flight to Hawaii" card in the "To Do" list to the detailed view on the right.

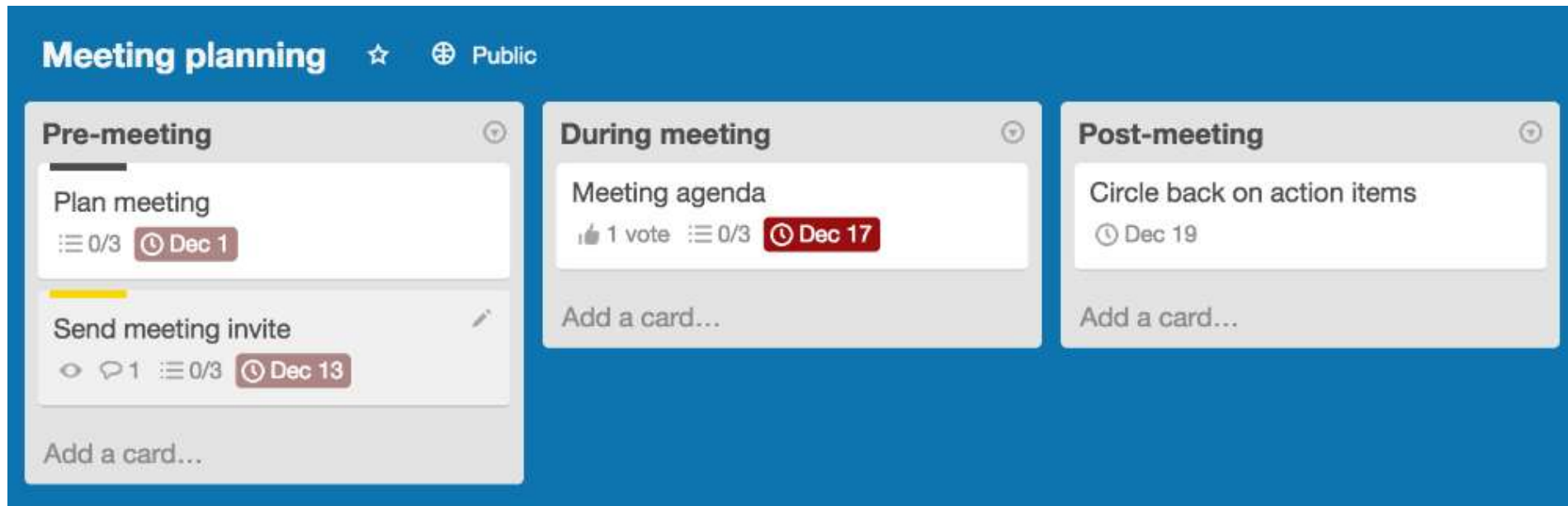
The detailed view for the card "Book flight to Hawaii" is shown on the right. It includes the following information:

- Title:** Book flight to Hawaii
- Location:** in list To Do
- Members:** A user profile icon and a plus sign.
- Due Date:** Nov 16 at 12:00 PM
- Description:** Available dates for trip:
 - January 1-8
 - April 14-22
 - June 12-19
- Actions:** Move, Copy, Subscribe (checked), Archive
- Buttons:** Add (Members, Labels, Checklist, Due Date, Attachment), Add Comment, Save, Hide Details

Trello Cards

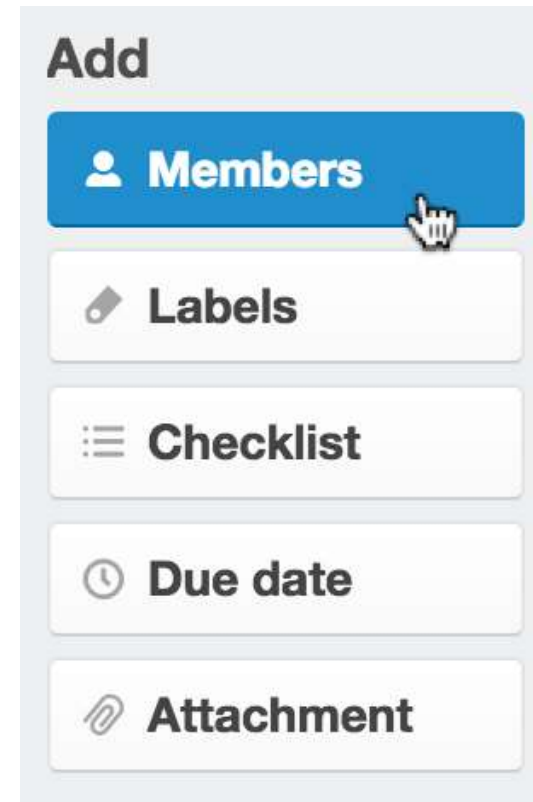
Cards can be customized to hold a variety of useful information.

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.



The Card Back

The image shows a project management dashboard with a sidebar on the left and a main content area. The sidebar lists various project cards, including 'Website Redesign' which is highlighted with a red arrow. The main content area displays the detailed view of the 'Website Redesign' card, which is titled 'Website Redesign' and is in the 'Current Projects' list. The card includes a cover image of a website mockup, a description of the project goals, a checklist of tasks, and a due date of 'Nov 10 at 12:00 PM'. The card also features a 'Members' section with two team members and a 'Labels' section with a 'Marketing' label. The 'Attachments' section shows a 'Travidux Website Redesign Mockup.jpg' file. The 'Checklist' section shows a progress bar at 29% and three items: 'Wireframe', 'Initial-Design', and 'Design Review'. The card is part of a larger dashboard with other project cards visible in the background.

Project Planning Overview

Current Projects

- Update Help Documentation
- Website Redesign** (Nov 10)

Forecasted Projects

- International Sales (Dec 15)
- Community Forum (Dec 30)
- Equipment Update (Nov 12)
- Partnership Opportunity (Dec 18)
- User Research (Dec 7)
- Analytics Data (Nov 13)

Website Redesign

in list **Current Projects**

Members: [User 1], [User 2]

Labels: Marketing

Due Date: Nov 10 at 12:00 PM

Description: Goals: Our brand & product have evolved over the past two years, and our website should be updated to reflect this. The new site will be mobile-first, responsive and lightweight.

Attachments: Travidux Website Redesign Mockup.jpg

Checklist: 29% complete

- ✓ Wireframe
- ✓ Initial-Design
- Design Review

Actions: Move, Copy, Subscribe, Archive

Comments & Activity

Activity

[Hide Details](#)



Beth Orthman completed Design Review on this card a few seconds ago



Beth Orthman

[@brian](#) Thanks! I really hope we see a big increase in conversions. 📈

a few seconds ago - [Reply](#) - [Delete](#)

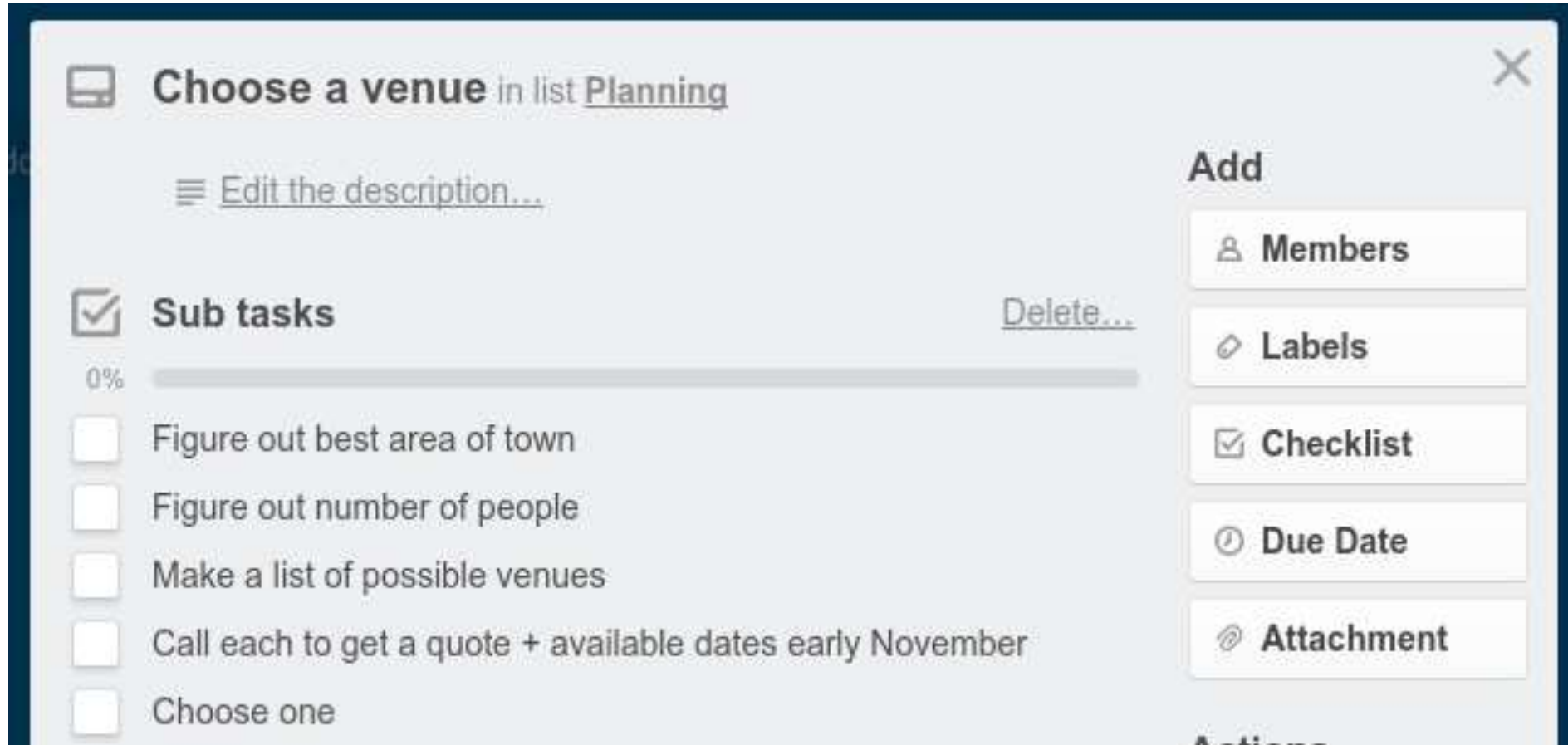


Brian Cervino

[@bethorthman](#) Love the new website design!

a minute ago - [Edit](#) - [Delete](#)

Checklists



Choose a venue in list Planning

[Edit the description...](#)

Sub tasks [Delete...](#)

0%

- Figure out best area of town
- Figure out number of people
- Make a list of possible venues
- Call each to get a quote + available dates early November
- Choose one

Add

- Members
- Labels
- Checklist
- Due Date
- Attachment

Actions

Due Date

The screenshot shows a project management interface for a task titled "E-Alchemists.com" in the "Ongoing Projects" list. The task has three labels: "Web Development" (green), "SEO" (yellow), and "SMM" (orange). Below the labels is an "Add Comment" section with a text input field and a "Send" button. To the right, a "Change Due Date" dialog box is open, featuring a calendar view for December 2016. The date "12/1/2016" and time "12:00 PM" are selected. The dialog box is highlighted with a red border.

E-Alchemists.com
in list [Ongoing Projects](#)

Labels

Web Development **SEO** **SMM** +

[Edit the description...](#)

Add Comment

Write a comment...

Send

Activity [Hide Details](#)

Change Due Date

Date: 12/1/2016 Time: 12:00 PM

Prev [December 2016](#) Next

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

Attachments

The screenshot displays the Trello web interface. In the background, a 'Welcome Board' is visible with a card titled 'Welcome to Trello!' and a wolf avatar. The foreground shows a modal window for editing a card titled 'Welcome to Trello!' in the 'Basics' list. The card has a 'welcome' label and an 'Edit the description...' link. An 'Attach From...' dialog box is open, listing various sources for attachments: Computer (highlighted), Google Drive, Dropbox, Box, and OneDrive. Below this list is an 'Attach a link' section with a text input field for pasting a link and an 'Attach' button. To the right of the dialog, the 'Add' and 'Actions' panels are visible, containing options like 'Members', 'Labels', 'Checklist', 'Due Date', 'Attachment', 'Move', 'Copy', 'Subscribe', and 'Archive'.





trello.com



slack

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.**

Acme Sites

Julie Jefferson

CHANNELS (23)

- accounting-comp
- engineering
- engineering-hiring
- general
- marketing**
- nyc
- project-mobile
- project-nano
- random
- sales
- sales-reviews
- tweet-feed
- watercooler

DIRECT MESSAGES (14)

- slackbot
- Candace
- Isaak, Jenny, Lisa, ...
- Roberto
- Seb
- Stephanie

#marketing

18

Search



Noemie 1:21 PM

We'll need to revise the inbound marketing plan to include new clients.



Seb 1:23 PM

No problem. The only thing I need is the updated client list with our NYC customers.



Isaak 3:53 PM

I don't have any of their information. Maybe we can get @roberto to ask them?



Roberto 3:54 PM

You ask, you shall receive:

Uploaded a file



Customer List - Full

456KB Document from Google Drive



Isaak 3:58 PM

Roberto = Employee of the Month



Roberto 4:10 PM



Lisa 4:18 PM

Remember, meeting at 10:30 in the conference room.



Isaak 4:20 PM

Yep, no problem. I'll be all over it after we're done. 👍



Julie 4:22 PM

Oh, that's right! Thanks for the reminder. I keep thinking today is Tuesday for some reason.

Channels

Channels

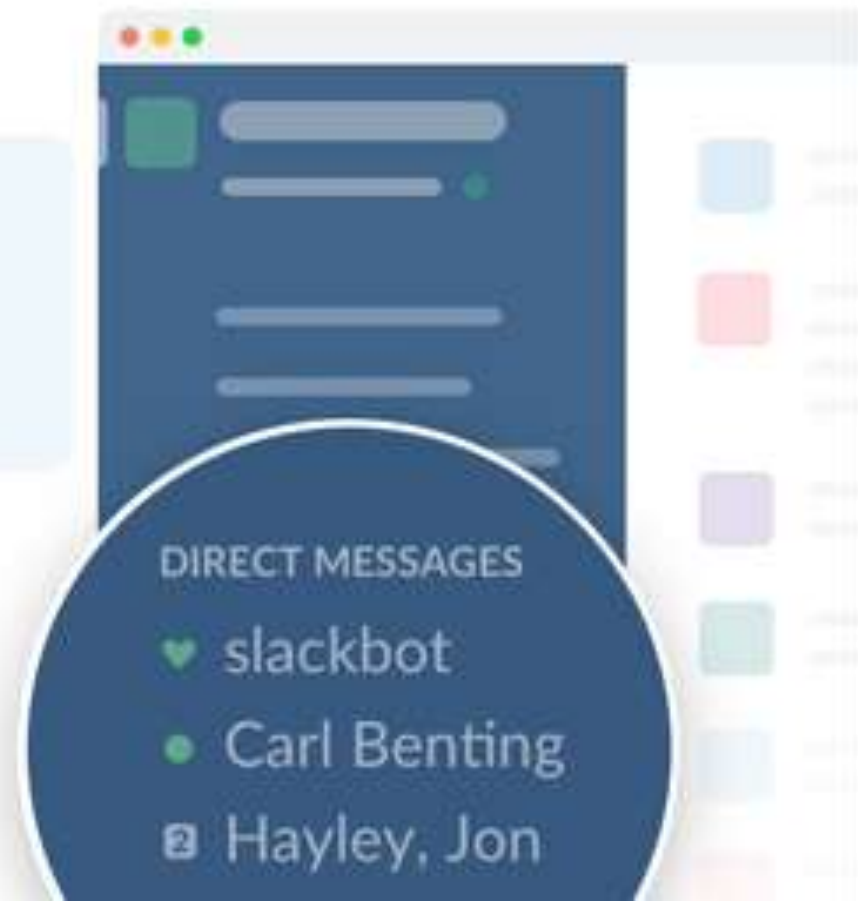
Organize your team conversations in open channels. Make a channel for a project, a topic, a team, or anything—everyone has a transparent view of all that's going on.



Direct Messages

Direct Messages

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



Share Your Files

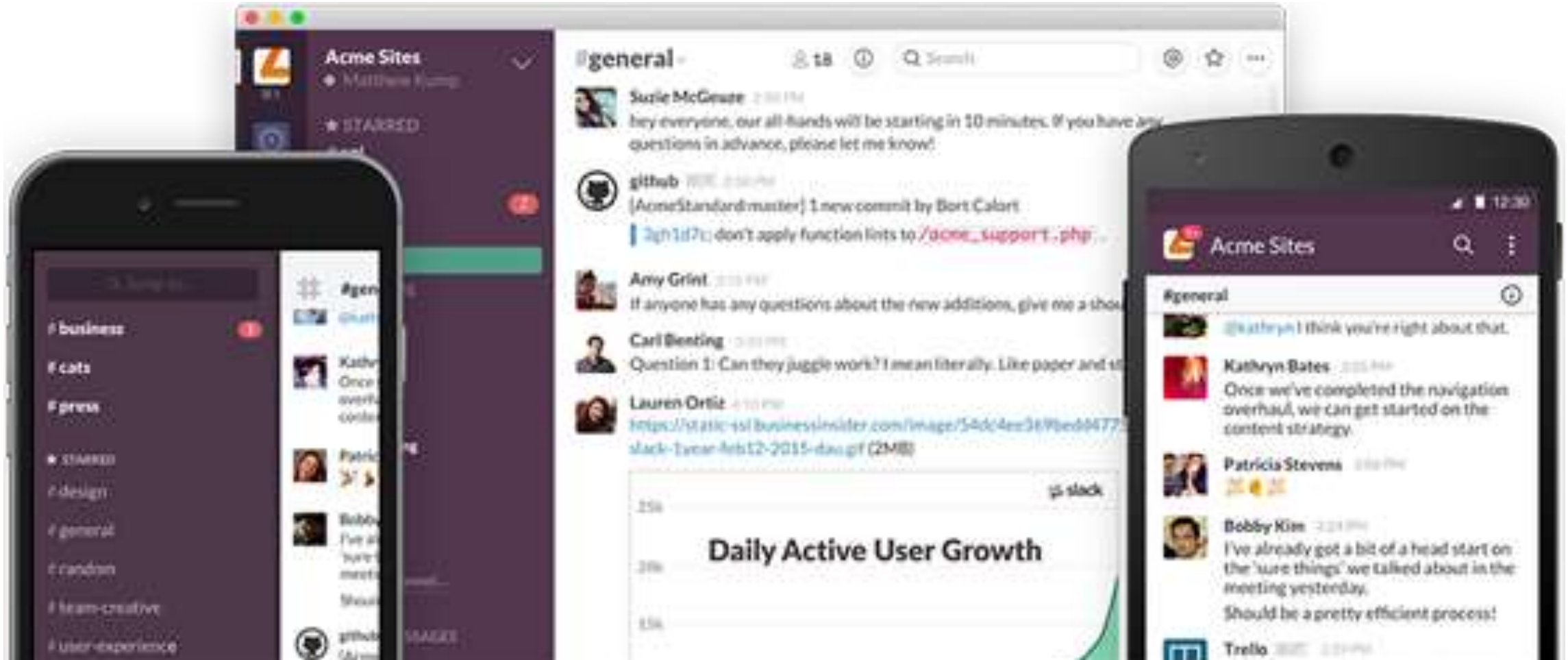


Drag, drop, and share your files.

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.

Platforms









Integration

Integrations

Slack is most useful when you can see everything your team is doing — that includes all the tools you use outside of Slack! Integrations let you automatically pull information and activity from outside tools into Slack in a way that's timely, relevant, and searchable. [Or, make your own!](#)

[All Services](#) [Configured Integrations](#) [Connected Accounts](#) [Admin Logs](#)

🔍 Filter by app name

-  **GitHub**
Source control and code management.
-  **Google Calendar**
A shared calendar for your team.
-  **Google Drive**
Online document and file storage.
-  **Google+ Hangouts**
Bring your conversations to life with free video calls.
-  **MailChimp**
Online email marketing and contact management. [View](#)
-  **Trello**
To-do lists and task management. [View](#)

integrations
with over 60
partners!



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

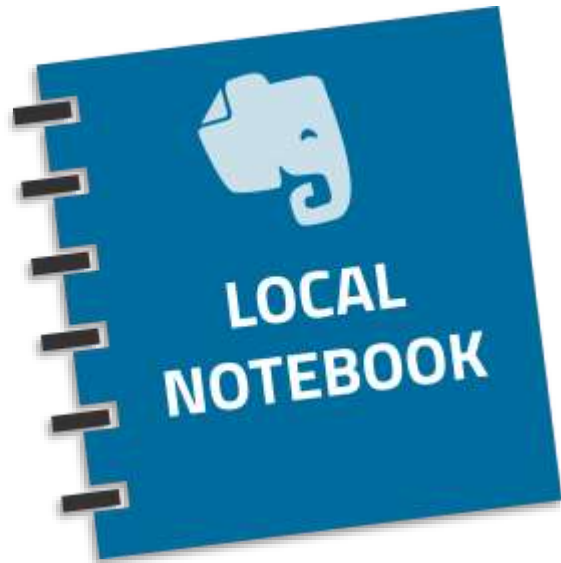
Use Evernote For:



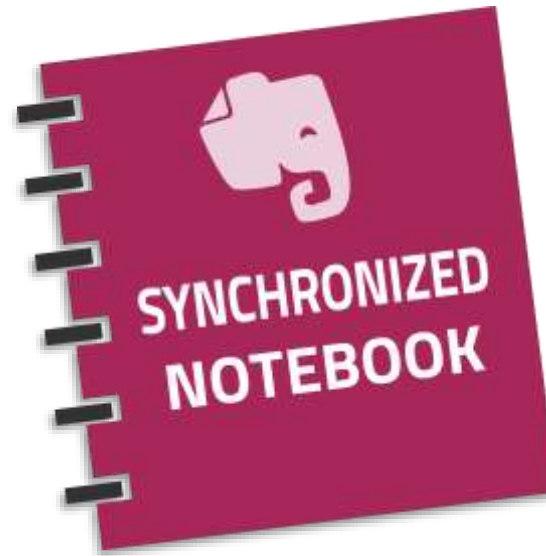
RECORDING YOUR THOUGHTS

Record audio from your computer
or mobile device

2 Types of Notebooks



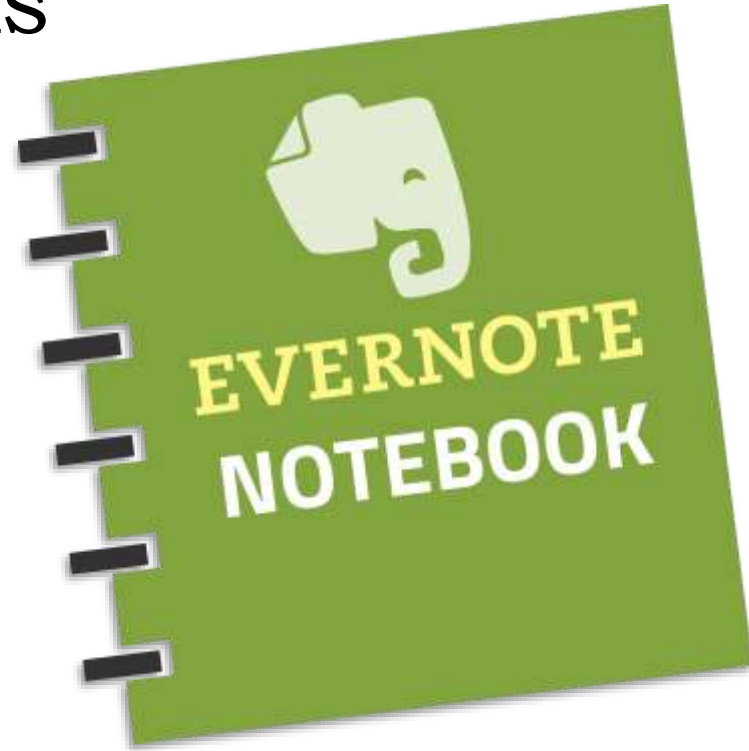
Stored on your desktop and NOT shared with the cloud.



Notebook you are willing to share on the cloud.

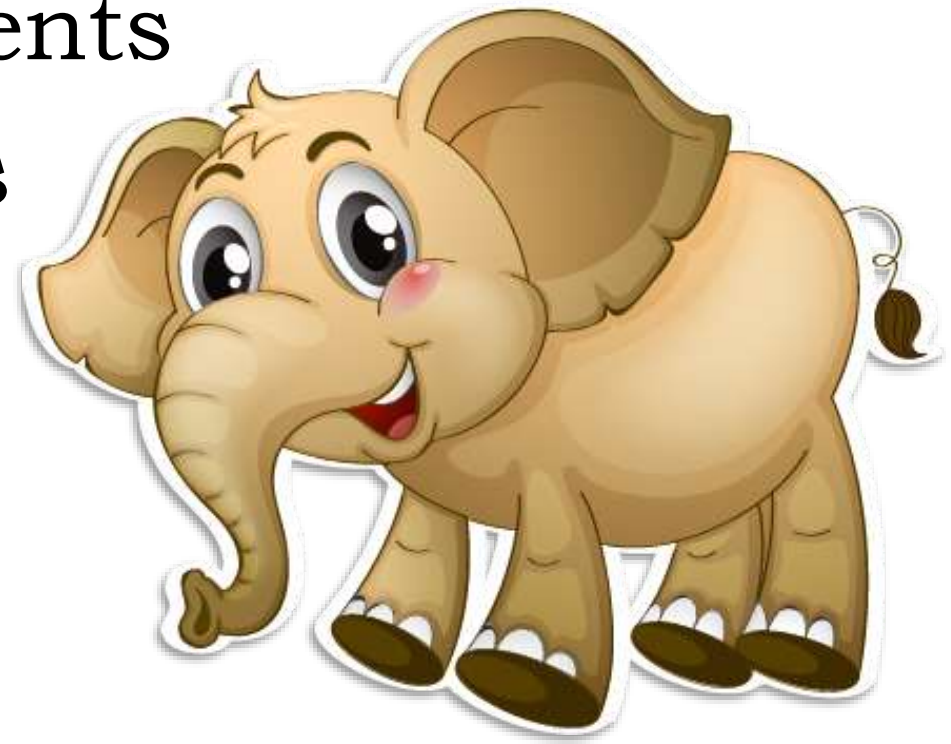
Notebooks

- Up to 250 Notebooks
- Email Content Directly to a Default Notebook
- Export (back up) save to desktop



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

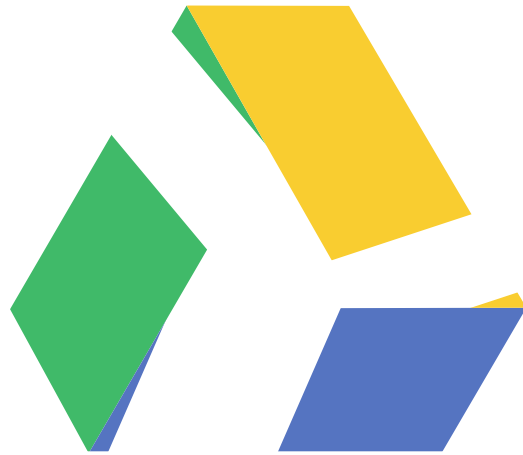


Rules for Tagging

- 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

631.475.2959