



DIGITAL TOOLS

TO STAY CONNECTED, PRODUCTIVE & SANE

Digital
CONVERSATIONS



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We are currently seeing a lot of changes in the world and this will include the way we do business.

For many of us this might just mean a different way of working and communicating. We have the technology to be able to still work, communicate and stay connected and most of it is free (or low cost).

This provides an opportunity to get creative, find new ways of working and communicating and to think beyond what we know as we broaden our horizons. If you have teams working remotely, these tools & apps will help you go about business as usual.

Enjoy!



WEBSITE

<https://zoom.us/>



WEBSITE

<https://slack.com/intl/en-au/>

ZOOM

Zoom allows you to have face to face meetings, online workshops, webinars and online conferences. There are free and paid versions and it is used by any size business.

Zoom is my fave 'go to' tool and also good for social team catch ups. You can still have Friday drinks out of the office.

SLACK

Slack is a collaboration hub, where the right people and the right information come together, helping everyone get work done. You can organise teams, conversations and projects and share files and photos easily.

It allows your teams to stay focused and it's less distracting than emails since you can mute messages and prioritise conversations and messages.



WEBSITE

<https://monday.com/>



WEBSITE

<https://www.sortal.io/>

MONDAY

Monday allows you to create projects & workflows, add automations, change status of projects, see the big picture and manage your team's workload.

Having a virtual work hub for your company will allow you to communicate and collaborate no matter where you are in the world — land or sea. Plus, it integrates with most popular tools, also.

SORTAL

Sortal is an Australian Cloud based a digital asset management tool.

Our digital collections are usually all over the place. Saved in multiple libraries, folders and different business divisions. It's hard to find anything, and if you do find it, how do you know it's the right version? Sortal allows you to find exactly what you are looking for in seconds.



WEBSITE

<https://trello.com/home/>

TRELLO

Trello allows you to create project boards, lists and cards to prioritise projects, work with your team and stay organised.

Infinitely flexible and incredibly easy to use. It has great mobile apps and it's free! Trello keeps track of everything, from the big picture to the minute details.



WEBSITE

<https://apps.apple.com>

FACETIME

Being able to see the people we are talking to helps us feel connected. Instead of calling, try using Facetime on your mobile so your staff and clients can see your face and body language.

When personal contact is limited this is a good option to still feel like you are with other people.

**This app is available only on the App Store for iPhone and iPad.*



WEBSITE

<https://www.google.com/drive/>



HEADSPACE®

WEBSITE

<https://www.headspace.com>

GOOGLE DRIVE

Cloud storage for personal or business use. It allows you to access documents and images using the cloud which limits frustration of trying to access local computers or servers.

Keep photos, stories, designs, drawings, recordings, videos, and more. Your first 15GB of storage are free with a Google account.

HEADSPACE

Most of the world is feeling anxious about what to expect over the coming weeks. Helping reduce the anxiety of stress of your team can be done in multiple ways including using apps that help ease this.

Headspace is an app to help you meditate. Meditation has been shown to help people stress less, focus more and even sleep better. Headspace is meditation made simple.



WEBSITE

<https://www.publicspace.net/Vitamin-R/>



WEBSITE

<https://www.spotify.com/au/>

VITAMIN R

Vitamin-R is a productivity app that creates the optimal conditions for your brain by structuring your work into short bursts of distraction-free, highly focused activity alternating with opportunities for renewal, reflection and intuition.

It helps you recapture the art of conversations, overcome procrastination and get motivated.

SPOTIFY

Music is proven to help reduce anxiety and stress and help us to maintain normalcy.

For your teams, you can suggest they use Spotify to play background music, time out music and a fun way is to create a playlist for your team or get them to create one as a team which you can all enjoy.



WEBSITE

<https://www.skype.com/en/>



WEBSITE

<https://www.worldtimebuddy.com>

SKYPE

Skype has been around for years and it a go to for many people to connect with friends, family & co-workers around the world.

You can hold online meetings, call landlines and mobiles from your desktop or the mobile app.

WORLD TIME BUDDY

World Time Buddy (WTB) is a convenient world clock, a time zone converter, and an online meeting scheduler. It's one of the best online productivity tools for those often finding themselves traveling, in flights, in online meetings or just calling friends and family abroad.

It effortlessly compares multiple time zones at a glance, plan conference calls, webinars, international phone calls and web meetings. It also aids with business travel & tracking of market hours.



WEBSITE

<https://www.groovehq.com/>

GROOVE

Groove is a simple tool for growing small businesses that helps your team deliver personal customer support.

It is built with a minimal feature set that anyone can use, and the company behind it left out everything else.

No clutter. No complexity. No extra features to confuse and overwhelm you.

Marketing should be simple

We have access to more technology than ever before, with a lot being free or low cost, making it easier for businesses to be visible, stay connected and have productive teams.

if you want to train your teams on how to use digital tools or tactics to grow your business, then let's have a Digital Conversation.

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