

# Team **Productivity** Tools

## For **Managers**

Thanks to the cloud, managing a distributed team has never been easier. The latest web-based project management, information sharing and collaboration tools can build bonds and strengthen your team's effectiveness. Many organizations can use [MS Teams](#) as part of their Office packages. If you need other choices and don't want to engage your overworked IT organization, consider these cloud-based apps!

Here's a short list of useful applications for home workers and roadwarriors.



[Asana](#) - team collaboration and project management tool integrates conversations and tasks.



[Basecamp](#) - project management tool with time tracking, file sharing and messaging.



[Bloomfire®](#) - collaboration and information sharing tool, perfect for sales and marketing.



[Dashcube](#) - helps your team communicate contextually without meetings or email.



[Insightly](#) - full-featured project management app, includes CRM and contact management.



[Trello](#) - visual and intuitive project and task management application.



Learn more: want to learn how to use [Microsoft Teams](#) as your office phone system? Visit 888VoIP's [Enabling work@home webpage](#) to learn how to securely move phone numbers to Microsoft Teams and get connected to a local service provider (phone company).



## Tracking Employee **Performance**

Want to keep a closer eye on teleworkers? Try one of these employee performance monitoring and time-tracking applications.



Remote worker time tracking software with graphical activity & productivity reports.



Monitors hourly workers or contractors, by cataloging user time/activity by application.



A sophisticated HR tool that tracks time, performance management, payroll & more.



888.864.7786

Click [here](#) to learn more

# Cloud Office **Productivity** Suites

## For **IT Planners**

Thanks to the cloud, managing a distributed team has never been easier. The latest web-based project management, information sharing and collaboration tools can build bonds and strengthen your team's effectiveness. Many organizations can use MS Teams as part of their Office packages. If you need other choices and don't want to engage your overworked IT organization, consider these cloud-based apps!



[Office 365](#) The online version of the world's most popular office productivity suite lets users work anywhere, anytime on any device.



[G Suite](#) An integrated suite of cloud-native productivity apps. Includes Gmail, Docs, Drive, Calendar, Meet and more.



[OnlyOffice Microsoft](#) compatible and open source-based suite of tools for docs, spreadsheets and presentations.



[Zoho Office Suite](#) Collaborate on spreadsheets, presentations and documents with this cloud-based office productivity solution.



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## Cloud Office Suite **Checklist**



- ✓ Full document, spreadsheet and presentation editing
- ✓ Real-time document collaboration
- ✓ Integrated text chat
- ✓ Smartphone and tablet support
- ✓ File import/export capabilities



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