TOOLS TO HELP YOUR BUSINESS WORK REMOTE

We've placed an * next to all of the tools that we use in our organisation

Team chat

Whilst we're all used to phone calls and SMS (text messaging), neither of them offers the ability to collaborate with multiple team members effectively. There are however, tools that do facilitate such collaboration. Here are some.

1. Apple chat - Free. All parties need to have Apple devices
2. Facebook Messenger - Free. Need a Facebook account
3. Google Chat - Free. Need a Google account (either Gmail, of G Suite)
4. WhatsApp - Free. Group chat and calls
5. *Slack - Paid per user. Excellent integrations. Blends project management and communications.

Remote meetings
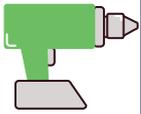
There are some great products that enable us to hold remote meetings with both our team and our clients.

1. Google Hangouts - Free. Need a Google account (either Gmail, of G Suite)
2. Apple Facetime - Free. All parties need to have Apple devices
3. Skype - Free and paid
4. *Zoom Meeting - Free and paid
5. GoToMeeting - Paid

Proposal and contract acceptance software

With clients different locations, it's difficult (and unnecessary) to meet with them face-to-face to get a signature. You can navigate this issue with software that enables you to send out contracts and proposals remotely and have them approved via a digital signature, from anywhere.

1. DocuSign - Free and paid
2. *DocuHub - Free and paid
3. HelloSign - Free and paid

Most of these programs have a fantastic Google plugin that you can access directly from Google Chrome, which integrates with your Google Drive account.

Document management

Accessing documents that are located on any one specific device is a disaster waiting to happen. Cloud storage is a fantastic way to mitigate this situation, putting all of your documents at your fingertips via any device (phones, tablets, computers, etc).

1. *Google Drive - Available with a Google Account (Gmail, or G Suite)
2. DropBox
3. Microsoft OneDrive - Requires a Microsoft License

Project and task management

In order for your team to be made accountable to their responsibilities, you'll need to have their tasks documented in a project management system. There are literally dozens of these tools, however here are a few of my favourites.

1. *ClickUp - Free and paid. By far my favourite PM software
2. Asana - Free and paid. Excellent integrations. Been around a long time
3. Trello - Free and paid. Kanban style (board) PM