

Tools For Succeeding While Working Remotely

For Task Management: Wunderlist

To-do lists made simple, Wunderlist helps you manage and stay on top of multiple work projects. Easy to use, it also allows you to assign tasks.

For File Sharing: Dropbox

Dropbox brings your files together, in one central place. They're easy to find and synced across your devices, so you can access them anytime, anywhere.

For Team Communication: Slack

Slack brings team communication and collaboration into one place so you can get more work done from anywhere, while staying connected.

For Collaboration: Google Docs & Sheets

Keep track of, share and edit documents and spreadsheets with your whole team using Google Docs and Google Sheets.

For video conferencing: Gruveo or Skype

If you have a strong internet connection, Gruveo or Skype are simple tool for video calls.

For time tracking: Toggl

Keep track of your hours and productivity by logging your time with Toggl. You can share reports with your employer to increase transparency on where you spend your time.

For time zones at one glance: Every Time Zone

It's a headache to look up and calculate time zones every time you're trying to schedule a call. Every Time Zone gives you a simple visual to see where your time lands in everyone else's day.

For project management: Basecamp

When working remotely, Basecamp is a great way to organize everything in one place. You can track work with To-Dos, chat with your team, see deadlines and milestones for projects, and store your files.