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- Within the past few weeks, I had many interesting conversations with leaders from prominent tech companies in Silicon Valley, trying to understand better how they manage their teams under hybrid and remote work arrangements.
- We've talked about many aspects of their work (will share soon!), but I was especially curious about the digital tools these leaders use to align and communicate with their teams \( \frac{1}{2} \).
- So there you go, these are the best digital tools for leaders who want to make sure that their team is aligned while working remotely (please keep in mind that this is not an all-inclusive list; rather, these are the apps that were most commonly referred to):
  - <u>MURAL</u> / <u>Miro</u> / Figjam by <u>Figma</u>. Miro is a digital whiteboarding tool great for team brainstorming and planning sessions. Mural and Figjam are similar tools that offer a bit more flexibility in terms of design and functionality. All three are fantastic for facilitating remote team collaboration.
  - <u>Slack</u>. This messaging app is great for team communication and collaboration. You can create channels for different topics and have direct conversations with team members. Slack also integrates with a lot of other apps, which makes it even more powerful.
  - Google Meet / <u>Zoom</u>. These video conferencing tools are essential for remote team communication. Meet is great for quick video chats, while Zoom is better for more formal meetings and presentations.
  - Jira / <u>Trello</u>. These tools are essential for project management and tracking. Jira is a bit more complex and powerful, while Trello is simpler and easier to use.
  - <u>Confluence</u>. This is a great tool for team collaboration and documentation. Confluence enables you to create digital workspace for your team, where you can store documents, files, and images.
  - <u>Culture Amp</u> / <u>Lattice</u>. These tools are great for managing employee engagement and performance. They offer a variety of features, including surveys, 1:1 meeting templates, goal-setting, and feedback tools.
  - <u>GSuite</u>. You all know this, but Google Sheets is great for tracking data and metrics (like OKRs, which are a great way to track and measure progress against goals), while Google Docs is good for collaboratively writing and editing documents.
  - <u>Aha!</u> This tool is great for product management and tracking. It offers features like product roadmap, release planning, and customer feedback tools.
  - <u>Airtable</u>. This spreadsheet-database hybrid is great for data visualization and analysis. It offers features like pivot tables and charts, which make it easy to see trends and patterns in your data.

Digital tools can't replace human connection, but they can help to bridge the gap when we're not able to be in the same physical space. Use them to your advantage and keep your team aligned and communicating well.