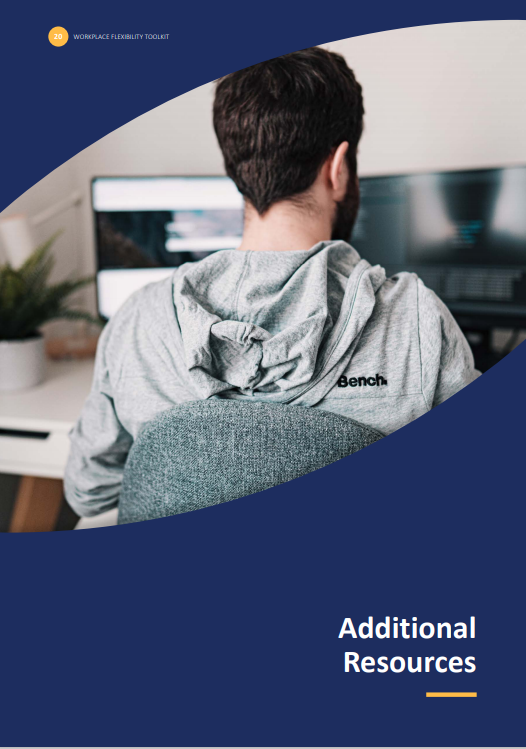
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**Apps that support flexible working**

**Technology tools can both promote and hinder success.**

The right tools allow teams to thrive in flexible working environments. Teams tend to perform best when there is one tool type (i.e. Dropbox or OneDrive – not both) and employees clearly know how and when to use it. Some possible applications are shown below in a table adapted from the NSW Government’s handbook, ‘Managing a dispersed team’.

|  |  |  |
| --- | --- | --- |
| **Task** | **Applications** | **Description** |
| **Communication** | **Microsoft Teams** | Instant messaging, video and collaboration system with ability to share documents, images and emails. It is an all in one application. <https://teams.microsoft.com/> |
|  | **Slack** | Slack can be used if you don’t have Microsoft Teams. It offers similar features. [www.slack.com](http://www.slack.com) |
|  | **What’s App** | Informal communication application for quick text and images exchange. [www.whatsapp.com](http://www.whatsapp.com) |
|  | **Yammer** | Ability to create private channels and share documents. [www.yammer.com](http://www.yammer.com) |
| **Note Taking** | **One Note** | Organising thoughts, to-do lists, and projects. [www.onenote.com](http://www.onenote.com) |
|  | **Evernote** | Taking notes, clipping web pages and recording audio. [www.evernote.com](http://www.evernote.com) |
|  | **Google Keep** | Ideal for collecting images, drafting documents, and creating checklists. <https://keep.google.com> |
| **Project  Management** | **Trello** | Visual boards with project cards given to team members to track task completion. [www.trello.com](http://www.trello.com) |
|  | **Asana** | Create lists of tasks and subtasks that can be used for project management, goal-setting, brainstorming and meeting agendas. [www.asana.com](http://www.asana.com) |
|  | **Monday!** | Create highly customised spreadsheets in which everyone on a team logs the task they need to complete and updates them with status reports and other relevant information. <https://monday.com> |
|  | **Team Ahoy** | Simple and visual project management tool. [www.teamahoy.com](http://www.teamahoy.com) |
| **Document Sharing** | **Dropbox** | Independent cloud storage application. Available across devices (mobile, tablet, computer). [www.dropbox.com](http://www.dropbox.com) |
|  | **OneDrive** | Cloud storage application owned by Microsoft. Available across devices (mobile, tablet, computer). [www.onedrive.com](http://www.onedrive.com) |
|  | **Google Drive** | Cloud storage application owned by Google. Available across devices (mobile, tablet, computer). [www.google.com](http://www.google.com) |