TOOLS FOR REMOTE WORKING

- **Asana: Project Management System** - Asana is the work management platform teams use to stay focused on the goals, projects, and daily tasks that grow business.

- **Slack:** The free tier of Slack offers unbeatable functionality for quickly organising, communicating and sharing information between people. Slack is essentially a chat room for your whole company, designed to replace email as your primary method of communication and sharing. Its workspaces allow you to organise communications by channels for group discussions and allows for private messages to share information, files, and more all in one place.

- **Failing that** - Skype, Zoom, Google Hangouts and many other services offer free group chat, v/confencing, file sharing etc. The likelihood is, though, that free tier offerings will become congested in the current crisis, so you may need to buy in to the lowest price band for more reliability or to add more than 5 or 10 users. It depends on the service.

- **G-Drive:** Google Drive is a file storage and synchronization service developed by Google. Google Drive allows users to store files on their servers, synchronize files across devices, and share files.

- **Canva:** A graphic design platform which allows users to create social media graphics, presentations, posters, flyers and plenty of other types of content. There are millions of images, fonts, templates and illustrations to choose from, to create your own unique content. Canva also has interesting online courses, so you can learn to use the digital tool properly. It's easy to use and you can make complex looking designs - perfect for social media marketing!

- **Zapier:** Lets you link all your online systems together in useful and interesting ways, using a simple interface. We use Zapier to, amonst other things, ensure that new projects are created in a consistent and reliable way. A Google form collects the information, and puts it in a Google Sheet. Zapier notices the new entry in the Sheet, and creates a new Asana project, and new project folders in our shared Gdrive, into which it puts default draft documents. Once it has completed the project setup, Zapier then sends a message to slack to let us all know where the project is, and what needs to be done next.