



Additional Resources

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 staff 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.
	Slack	Slack can be used if you don’t have Microsoft Teams. It offers similar features. www.slack.com
	What’s App	Informal communication application for quick text and images exchange. www.whatsapp.com
	Yammer	Ability to create private channels and share documents.
Note Taking	One Note	Organising thoughts, to-do lists, and projects. www.onenote.com
	Evernote	Taking notes, clipping web pages and recording audio. www.evernote.com
	Google Keep	Ideal for collecting images, drafting documents, and creating checklists. keep.google.com
Project Management	Trello	Visual boards with project cards given to team members to track task completion. 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
	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.
	Team Ahoy	Simple and visual project management tool. www.teamahoy.com
Document Sharing	Dropbox	Independent cloud storage application. Available across devices (mobile, tablet, computer).
	OneDrive	Cloud storage application own by Microsoft. Available across devices (mobile, tablet, computer). www.onedrive.com
	Google Drive	Cloud storage application own by Google. Available across devices (mobile, tablet, computer). www.google.com