

A GUIDE TO REMOTE WORKING FOR BUSINESSES



Internal Communication

Consistent communication with your team is a key aspect to a smooth online business environment.

Resources: [Slack](#), [Zoom](#), [Microsoft Teams](#), [Google Hangouts](#), [Webex](#)



E-commerce

A simple and easy selling and payment platform allows for an enjoyable shopping experience

Resources: [Shopify](#), [Wix Stores](#), [SiteBuilder](#), [BigCommerce](#), and [more](#)



Social Media

A strong social media presence helps keep your customers engaged with your business from their homes.

Resources: [Constant Contact](#), [Social Pilot](#), [Hootsuite](#)



Time Management

Keep employees accountable with their time keep the team working efficiently and effectively.

Resources: [Toggl](#), [FreshBooks](#), [Hubstaff](#), [Everhour](#), [DeskTime](#)



Project Management

Clear task management helps keep all members of the team organized and informed to make sure everything is completed on time.

Resources: [Trello](#), [Evernote](#), [Asana](#), [Google Sheets](#), [Excel](#)



Cloud and File Sharing

Staying organized and making sure all employees and team members have access to necessary documents is key to keep your business running smoothly.

Resources: [Dropbox](#), [OneDrive](#), [Google Drive](#)



Online Booking Calendars

Having a quick and easy way to book appointments will help keep you organized and your customers coming to see you.

Resources: [YouCanBookMe](#), [calendly](#)

