

Tools for remote productivity

Work from home, individually or with your team.

Video Conferencing

- **Zoom** – Rapidly becoming the defacto tool for small group teleconferencing.
- **Skype** – Free tool for VOIP (voice and video chat).

Email

- **Outlook.com/Gmail** – Online systems for business branded email.
- **Mailbird** – A good PC app for managing multiple email accounts.

Project Management/To-Do Listing

- **Todoist** – Simple shareable to-do lists.
- **Clickup** – Relatively simple project management tool for teams.
- **Asana** – Robust project management tool for teams.

Time Tracking

- **Toggl** – Simple time tracking. Powerful reporting. Great for teams.
- **Harvest** – Toggl alternative. Free for a single user.
- **Clockify.me** – Free time tracker for teams.

Calendar Sharing

- **Calendly** – Good appointment scheduling that works with Google and Outlook calendars.
- **Doodle** – Appointment scheduling for groups.

Document Sharing

- **DropBox** – Most popular file sharing.
- **Google Drive** – Good solution for shared folders among a group.
- **WeTransfer** – Transfer of large files or large groups of files person to person.

***Tools used by the Mediastead team are highlighted in orange.
This list does not imply endorsement.***