

5 tools to help you transition into the digital world

The digital age is here, and whilst some of us appreciate technological advances, others might need some convincing of the benefits it can bring to your business. In this article we explore 5 digital tools to help you move away from pen, paper and traditional forms of digital, like email, towards more modern, effective and wide-ranging platforms. We'll also be looking at some of the features they offer and why they deserve used. Keep reading for tips on transitioning into the digital world.

1. Make emails a thing of the past!



When the workplace introduced digital, emails were the big thing – and rightly so. They are a convenient way to send and receive information (and they're pretty instant). However since they've become the primary form of written communication, you probably receive more emails than you'd like. Software such as *Microsoft Teams* is an even more instant form of digital communication (they don't call it instant messaging for no reason). As your team is able to instant message on the platform, it reduces the need to send lengthy emails which clutter up your inbox.

Teams is an efficient and robust tool which has several great functions that combine email and video conferencing to make a single communications tool. You can attach documents to messages and create group chats as you would with email. As with video conferencing platforms you can video call and screen share, however *Teams* offers other impressive features like digital whiteboarding, collaboration on documents (which automatically save), as well as sending praise stickers to your team members – you can't do that over email.

2. Increase team productivity



Tools like *Trello* act like a to-do-list for your whole team. It allows teams to stay organised, productive and see your colleague's workloads. A *Trello* board can contain several lists, to which you can add task cards. You can design your board how you like – each list may be a specific stage in a project, for example: a list for 'to-do', 'in progress', 'completed', so on and so forth. Or, each team member could have their own list. *Trello* allows teams to comment on cards to track smaller movements of progress, add a deadline, and attach documents. Like *Teams*, *Trello* reduces the need to email colleagues to get updates on progress with projects or tasks, whilst keeping everyone organised and on track.

3. Keep up the engagement

It can be challenging to move from face-to-face meetings to virtual ones. That's why it's important to have a video conferencing tool which is simple and goes the extra mile. Whilst many platforms feature basic audio and video calls as well as screen sharing, more sophisticated platforms such as *Cisco Webex* also have more advantageous offerings. *WebEx* includes collaborative white-boarding, meaning you share ideas visually allowing participants to interact with what's on screen. It can also offer 'people insights' so you can find out more about who you're meeting with – this is certainly a useful feature if you're meeting a client last minute and need to know more about them. It's also a useful tool to use if you've got higher volumes of people attending your meeting, so it's a good option if you're holding an event online with hundreds of attendees.



4. Embrace your digital notepad!

Paper, ink, and illegible handwriting are a thing of the past. Thanks to digital notebooks such as *OneNote*, you can choose your paper style (plain, lined, grid) to suit your needs, use colour coded tabs and even draw and add shapes and tables to your pages. If that wasn't enough, you can attach documents, record audio and video, and insert date and time with the click of a button. *OneNote* allows you to keep all your notes in one place, preventing the need to file stacks of papers. Use the keyboard shortcut Ctrl+F to find a word or phrase in your notes - now you don't have to rifle through pages of scribbles to find that snippet of information you need quickly. In a hurry? Your notes save automatically every time, so there's no need to pause your speedy notetaking to save your document. That's one less thing to think about.



5. Collaboration has never been easier

The digital era brings fantastic transformations to improve efficiency, productivity, and convenience. Creating documents in Cloud-based file storage systems such as *OneDrive* allows your team members to collaborate on a single document simultaneously which is saved automatically. And if a mistake happens you can easily reinstate a previous version. *OneDrive* will encrypt all files and offers two-factor verification, which ensures the security of your documents. And, since your files aren't saved to your hard drive, your files are recoverable if your computer was to break.



In this article, we've looked at 5 ways digital tools can conveniently and effectively replace non-digital methods, such as paper, and more traditional forms of digital, like email.

These 5 tools incorporate a range of features that assist in daily work life, help teams collaborate more effectively, and provide a solution to remote working requirements.

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