

## Top Productivity Tools For Working Remotely

\*Most of the options listed below have a free or premium(\$) option.

Name	Type	Purpose	How to Get
Book Me Now	Application	Can allow others to schedule appointments on calendar	<a href="https://youcanbook.me/">https://youcanbook.me/</a>
Evernote	Application	Note taking, organization	<a href="http://www.evernote.com">www.evernote.com</a>
Grammarly	Extension	Editor for emails (catches grammar, spelling, punctuation)	<a href="https://app.grammarly.com">https://app.grammarly.com</a>
Boomerang	Extension	Send recurring email messages, send emails later, read incoming emails later	<a href="http://www.boomeranggmail.com/">http://www.boomeranggmail.com/</a>
Slack	Application	Organize conversations, share files, and get answers faster, keep your team in the loop by messaging in open spaces called channels	<a href="http://www.slack.com">www.slack.com</a>
Trello	Application	Project management	<a href="http://www.trello.com">www.trello.com</a>
Google Drive	Application	Store files and synchronize files across devices, and share files	<a href="https://www.google.com/gmail/about/#">https://www.google.com/gmail/about/#</a>
Google Hangout	Application	Easily communicate with colleagues via video calls and chat	<a href="http://www.hangouts.google.com">www.hangouts.google.com</a>
Free Conference Call	Teleconferencing	Create conference call numbers.	<a href="http://www.freeconferencecall.com">www.freeconferencecall.com</a>
Whereby	Video Conferencing	Easy video meetings with no login or downloads. Video conferencing with screen sharing, recording	<a href="http://www.whereby.com">www.whereby.com</a>

If you have questions about using any of these tools, please email Carrie White at [cleger@athlife.com](mailto:cleger@athlife.com)