



1.1 PRODUCTIVE TOOLS IN THE WORKPLACE

Every effective and successful organization understands the importance of productivity in the workplace. Being productive can help the commission increase and utilize the capacity of the human resources it has. Most productive organizations have happy and healthy employees, which are the basis of a successful organization. This is because when employees are highly productive the company achieves its goals of investing in them in the first place. Productivity also helps to motivate the workplace culture and boost morale, producing an even better company environment

To help organizations maximize the potentials of their staff and resources, some tools are a must have. These tools help in task sharing, deliverable monitoring, reviewing, reporting, and management. You will be taught how to make the best of the following tools:

- Storage: Box, Dropbox, Google Drive, One Drive
- Project management: Asana, Trello, Evernote, Sticky note
- Task sharing and tracking: Pivotal Tracker, Slack, Confluence
- Communication: Skype, Whatsapp, HipChat
- Document sharing and real time collaboration: Smartsheet, Google docs
- Data collection and analysis: Google form, Survey Monkey