

## Part 5 – Recommended Business Tools

Below are our recommendations for business tools to help you in the areas of communication, design, collaboration, management, productivity tracking, and teamwork

### 1. Communication

- a. [Slack](#)  
What It Does: Chat  
Currently offering free resources
- b. [Zoom](#)  
What It Does: Video calls  
Currently lifted limitations on its “free” tier
- c. [G-Suite \(Google\)](#)  
What It Does: Range of features, including email and video calls  
Offering [free access](#) to its Google Meet video conferencing capabilities until Sept 30, 2020
- d. [Jamm](#)  
What It Does: Video and voice collaboration  
Synchronous and asynchronous voice and video collaboration for remote teams
- e. [Yac](#)  
What It Does: Voice collaboration  
Asynchronous voice collaboration for remote teams
- f. [8x8](#)  
What It Does: Unified communications  
Video, VoIP (Voice over Internet Protocol), etc.
- g. [Telegram](#)  
What It Does: IM (Instant Messenger) and VoIP
- h. [WhatsApp](#)  
What It Does: IM, video, and voice  
Encrypted calls
- i. [Skype](#)  
What It Does: IM, video, and voice  
Encrypted calls

### 2. Design and collaboration

- a. [MURAL](#)  
What It Does: Visual design collaboration
- b. [Figma](#)  
What It Does: Design collaboration
- c. [GitLab](#)  
What It Is: DevOps platform  
Mainly used by businesses with in-house software developers, and used for them to collaborate with the operations team(s) and so-on

### 3. Management

a. [Range](#)

What It Does: Team collaboration and management

b. [There](#)

What It Is: Quick time zone reference for your global team (only available on Mac)

c. [Sike Insights Kona](#)

What It Does: Team personality, mood, and morale insights

### 4. Events, meetups, gatherings

a. [Remo](#)

What It Is: Virtual workspace tool

### 5. Productivity Tracking/Teamwork Tools

a. [Asana](#)

What It Does: Tracks, manages and connects projects across teams

b. [Teamwork](#)

What It Is: Cloud-based product management solution

What It Does: Tracks, manages, and connects projects across teams. Includes time tracking and billing capabilities, as well as IM, and more

c. [Trello](#)

What It Is: Visual project management and collaboration tool

d. [Tomates Time Management](#)

What It Does: Time Tracking for iPhone/Mac users

e. [Microsoft 365](#)

What It Does: Range of features, including teamwork tools (Microsoft Teams), file collaboration (SharePoint/OneDrive), and email

What It Is: Cloud-based, secure (robust cybersecurity included) overall business tool.

**See all companies offering special deals on tools during COVID-19, [here](#).**

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