

How time management tools can really help you and your team members?

How can management tools can help you and your team members work better in a remote location?

1. Writing down your goals (clearly defined goals help with time management tremendously)
2. Organizing your week and scheduling how you will spend your time in advance
3. Having an overview of all the tasks that need to be completed (with deadlines)
4. Prioritizing your tasks (or not forgetting about them)
5. **Recording and analyzing all the time spent** (for optimization purposes)
6. Simplifying administration (such as reporting, invoicing etc.)
7. Coordinating with your team
8. Managing meetings better
9. Minimizing distractions and focusing better
10. Reflecting on where you can improve and developing new habits