TRANSVERSAL *SKILLS*
IN TIME OF COVID

Time Management with Toggl

toggl

With the Free version of Toggl Track you can track down the time spent on a specific project, task, or client.

The Free Version **allows up to 5 users**

Key features include:

View your time entries in Calendar Format and integrate it with Outlook!

Track time in real time or offline and sync later

Use mobile apps to track time while on the move

Watch the video at https://youtu.be/0lT5DdESdOU to understand how it works and answer the following questions?
1. How would a manager of a disperse team could benefit from such an application?
2. How a member of a disperse team could benefit from this app?

Flip the card to view answers

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As a manager of a dispersed team I would be able to….

- Rely on historical data to monitor efficiency of my team

- Feel more confident that time is wisely spent on projects and billed to clients

My team members would be able to….

- Increase awareness of time spent on tasks

- Track time spent on projects and therefore make smarter business decisions,

- Produce more accurate and trustworthy project estimates based on historical data