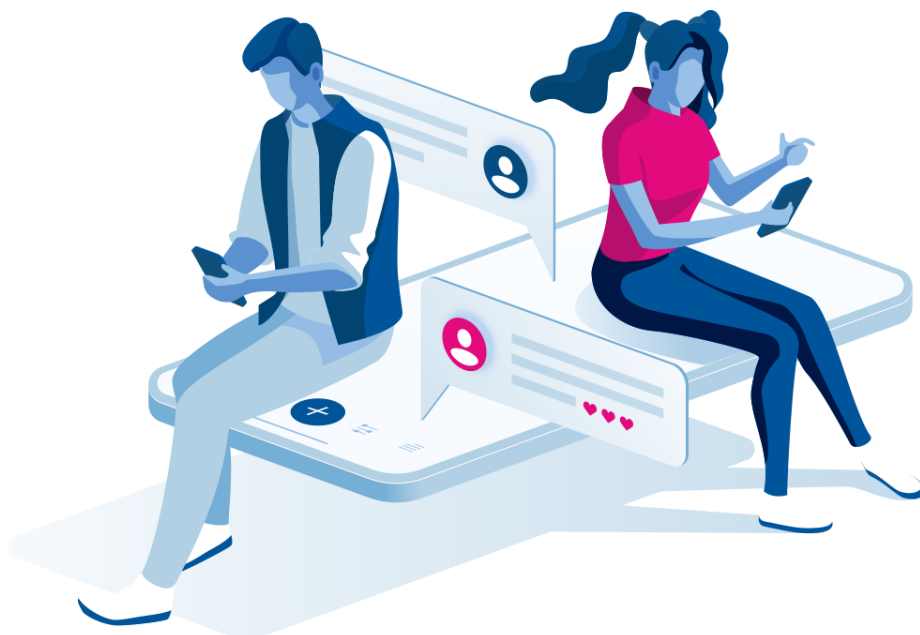# Ancoris

Google Workspace

10 Google Workspace Tips to Work with Remote Teams

With many businesses considering how best to keep teams connected when colleagues are working from different locations, Google have put together some best practices for fostering collaboration when your teams find themselves working remotely.
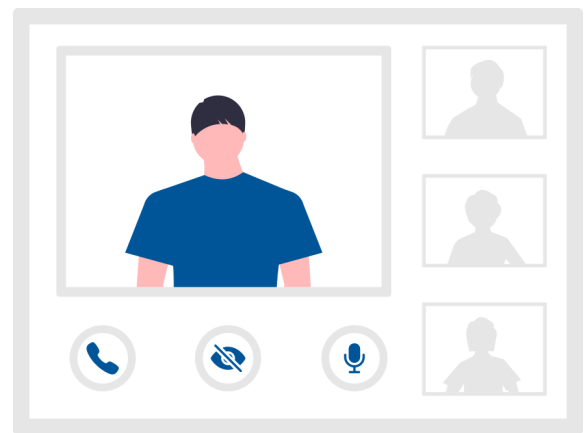
1 Hold video meetings and remote events with team members

If you work on a team that's spread across the globe, Google Meet lets you stay connected from anywhere in the world, at any time—all from a computer or mobile device.

Join a video meeting to brainstorm ideas, work on team projects, hold virtual events, and more.

Now, everyone can stay in touch without the need for travel and still get the benefit of face-to-face contact.

2 Give presentations to remote audiences

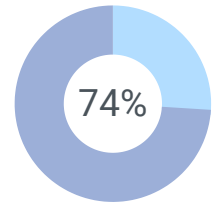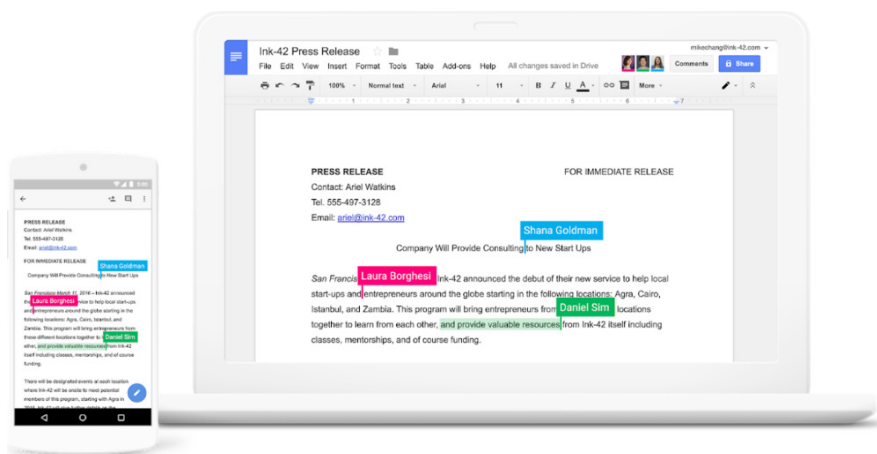When you can't meet in person, use Google Meet to present Slides, Docs, and other files in a video meeting.

You can even record video meetings so people in other time zones can watch them later, and turn on captioning to let people watch without sound.

3 Edit team documents in real time

Editing documents, spreadsheets, presentations, or other files with your remote team? There's no need to email files back and forth and deal with multiple attachments. Use Google Docs, Sheets, and Slides to edit simultaneously in real time, chat within files, and get targeted feedback using comments.

Changes save automatically, so team members are always accessing the most up-to-date versions.

74%

74% of time spent in Docs, Sheets and Slides is collaborative

4 Store, share, and access team resources from anywhere in the world

Want an easy way to securely store and share your team's resources? Save all your team's files in one folder in Google Drive or shared drives, and share them instantly.

When someone makes a change, Drive shows you what files have changed. Team members can securely access the latest files on any device, at any time.

5 Broadcast the latest information to large groups or teams

Webpages are an easy way to share information with large audiences. You can choose your audience and control when updates are released.

To make a set of content available to your organisation or the public, build a Google Sites website and embed Docs, Sheets, Slides, and other files from Drive.

Documents, spreadsheets, and presentations are also important tools for helping your team stay up to date on information that's changing by the minute.
A variety of sharing options are available, depending upon the size of your audience.

6 Simplify communication with a team mailing list

Need to share the same information with team members across the globe?

Make communication easier by creating a Google Groups email list for your team.

Then, instead of emailing people individually, use the group's email address to send status updates and share resources — such as team calendars and Drive documents — with everyone at once.
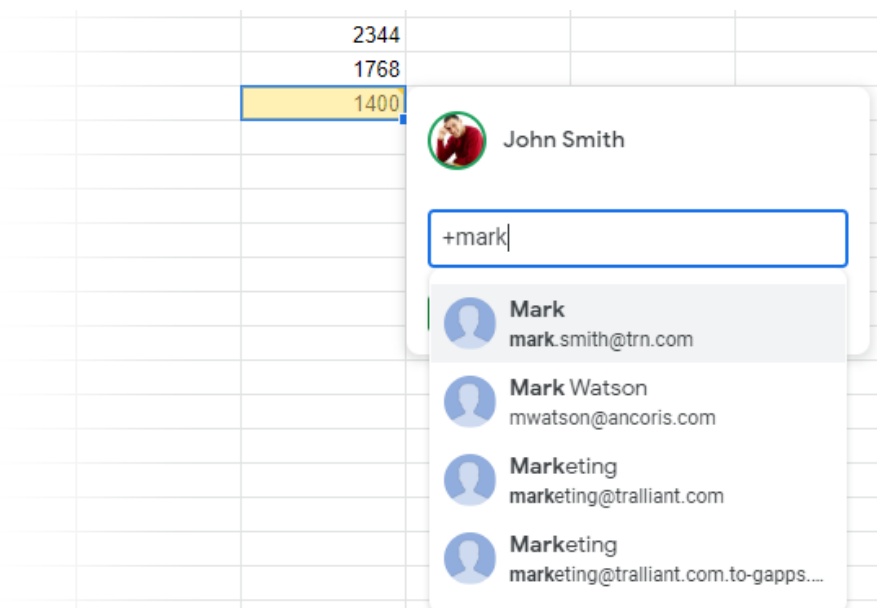
7 Coordinate project plans and schedules

It can be difficult to keep track of team projects and schedules, especially with changing deadlines and last-minute task additions.

Be better prepared by organising your team's work and tracking completion in a dynamic Google Sheets project plan.

Team members across the globe can directly update their progress in real time, without having to sift through everyone's email updates.

With everyone accessing and updating the same project plan, it's easier to distribute tasks and manage changing schedules. Plus, you can watch responses appear in real time.

Using Google Docs, Sheets and Slides saves the average team member 171 hours — or 21 work days — a year.
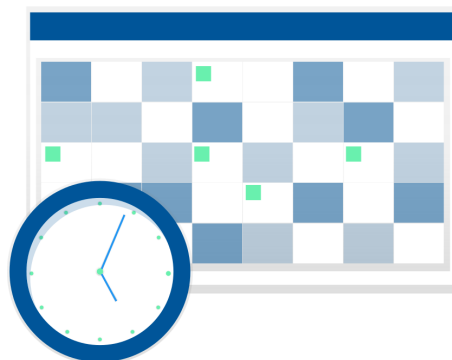
Source: Forrester

8   **Stay organised with team calendars**

When a team is spread across the globe and operating in different time zones, it's challenging to organise meeting dates that suit everyone.

With Google Calendar, you can layer your team members' calendars to see when everyone is available.

You can even create multiple team calendars to keep track of meetings, trainings, vacations, and more.

Now that you know when people are free, it's easy to schedule team meetings or events.
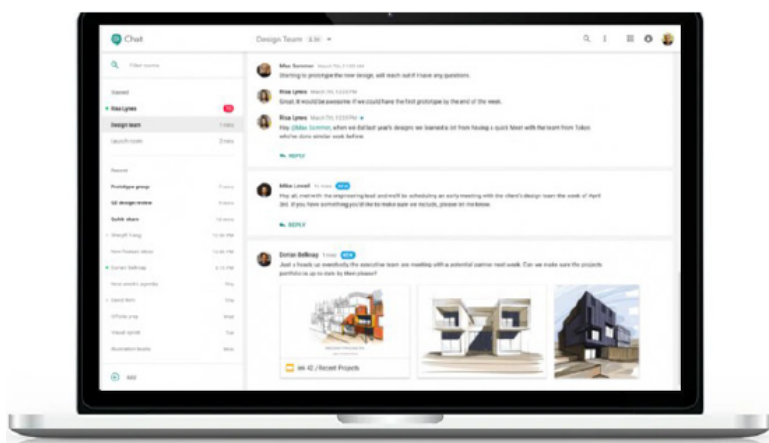
8   **Empower team members with project or team rooms**

Encourage team members based in different locations to stay connected by creating a Google Chat room.

Now everyone can easily network with each other, share project ideas, exchange thoughts on best practices, and create a stronger sense of community.

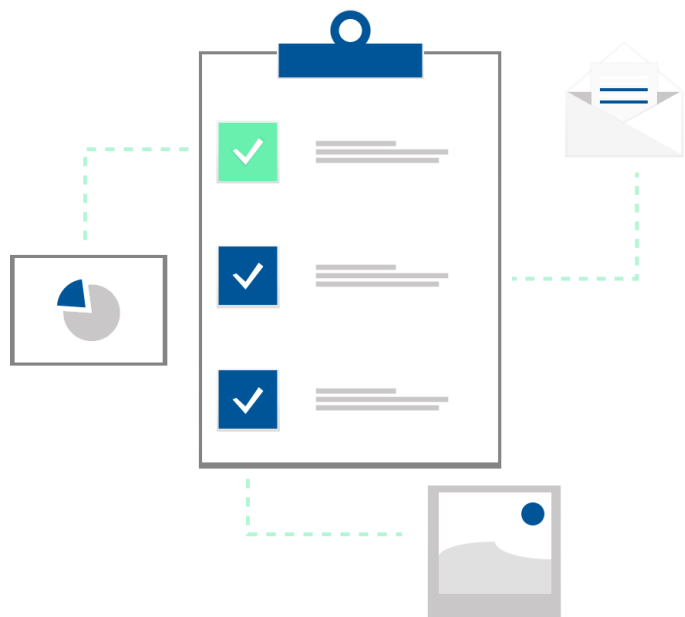# **10** Collect information from team members or customers

Want to gather information from large groups of people, such as internal teams or external clients?

With Google Forms, you can create and analyse surveys right in your mobile or web browser.

Create a customer satisfaction survey, collect feedback on documents from extended teams, send a quick opinion poll, and more.

Then, you can get notified as people respond, see survey results, and summarise data with charts and graphs in Forms or Sheets.

Templates can be created for Google Forms, Docs, Sheets and Slides, and made available to everyone in your organisation to ensure documents can be created quickly that adhere to all of your branding guidelines.

Working with a Google Workspace Premier Partner like Ancoris will not only help you roll out Google Workspace but also put you on the path to creating long-term, sustainable business success.
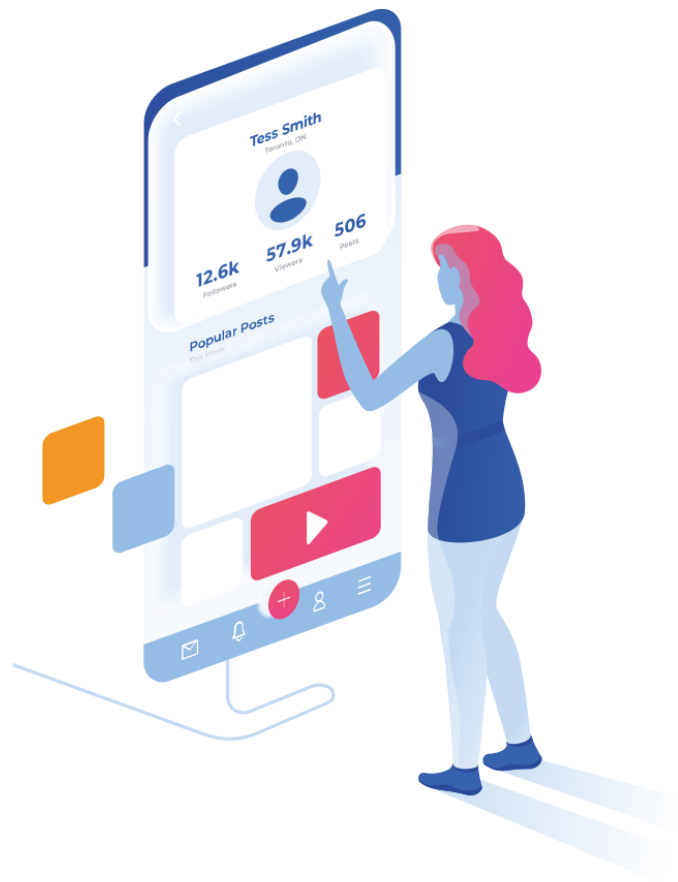
To find out more about how Google Workspace can help your workforce work remotely, contact us to talk to the experts in our Google Workspace team.

SPECIALIZATION

Work Transformation Enterprise

Google Cloud

www.ancoris.com

info@ancoris.com

0345 2626 747

Ancoris