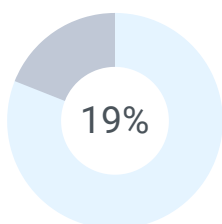


## 12 ways to improve team collaboration with Google Workspace (Formerly G Suite)



Google Workspace brings together the productivity tools users know and love—like video, chat, email, files, and tasks—so remote teams can embrace more real-time collaboration. Using Google Docs, Sheets and Slides saves the average team member 144 minutes a week. That's 21 working days a year - the equivalent of most people's annual leave!

### 1 Easily bring together all the information your team needs



**Knowledge workers spend 19% of their time tracking down information.**

With Google Cloud Search, available as an option within Google Workspace you can also find all the relevant information your company holds, no matter where it's stored.

### 2 Collaborate in real time without worrying which tools people are using

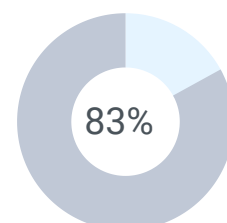
**Social collaboration increases productivity by up to 25%**

Google Workspace lets you see suggestions and changes from colleagues in real time,. It even lets multiple editors work on Microsoft Office files at the same time, with every edit saved and merged into the original file, in the original format.

### 3 Make sure everyone is always looking at the same information

**83% of knowledge workers who share documents by email lose time to versioning issues every day**

With Google Workspace, you can be sure everyone is always looking at "the latest" version of the file, because there's only ever one copy of each file. As you also get a full version history, it's easy to see who made each change, and you can quickly revert to an earlier version if necessary.



4

## Collaborate remotely using Google Meet

### 74% of companies expect employees to work remotely post-pandemic

Google Meet allows up to 250 participants to join a video call with a choice of screen layouts, automatic closed captions, real-time polls, a Q&A panel and interactive whiteboarding. Meetings can be recorded for colleagues that cannot attend, and breakout rooms are coming soon to allow large meetings to split into smaller teams and return to the main meeting at any time.

"As new challenges emerge, teams are eliminating departmental silos by getting together to address issues and get things done quickly, online. In the first week of working from home, we saw a 700% increase in the use of Google Meet, which staff were using to work collaboratively in teams, even when apart,"

**Head of Platform  
Hackney Council**

5

## Switch between different communication methods from one application



### On average, users spend only 2 minutes in one application before switching to another

Google's integrated workspace incorporates 1:1 and group chat, as well as chat rooms, so that you can easily switch between using email or instant messages without having to open another application. You can also switch from a chat message to a video call with a single mouse-click.

6

## Interact in remote workshops using Google Jamboard

### All Google Workspace users have access to the Jamboard app, regardless of whether your company owns Jamboard devices or not

Most Google Workspace users don't realise that they can access Jamboard from the App Launcher button, share jam files with colleagues and collaborate with up to 50 users at the same time.

There are many use cases for using virtual whiteboards, from sharing ideas, to working with timelines and project retrospectives - and these can all be supported by Jamboard.

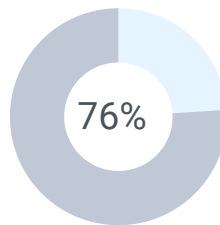


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## Make it easy to suggest and review changes

**76% of the time spent in Google Docs, Sheets and Slides is collaborative**

Google Workspace makes it easy for team members to propose changes without overwriting what's currently there, using "suggesting" mode. Everyone else can see any proposed amendments, with different colours letting you quickly see who made each suggestion.

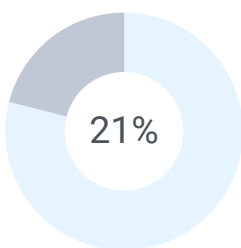


"Google Workspace has driven a massive improvement in collaboration and communication. Being able to review and update documents in real time has saved us from repeated document reviews and version confusion, allowing a significant increase in productivity."

**Head of IT  
Camelot Global**

8

## Stay on track with comments, action items and approvals



**21% of users aren't always notified promptly when required to review or approve something**

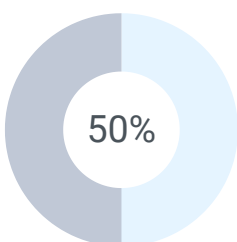
With comments, you communicate within the Doc, Sheet or Slide itself, so you can see everything in one place. You can also assign comments to people as action items, with a checkbox to let them easily confirm when the action has been completed.

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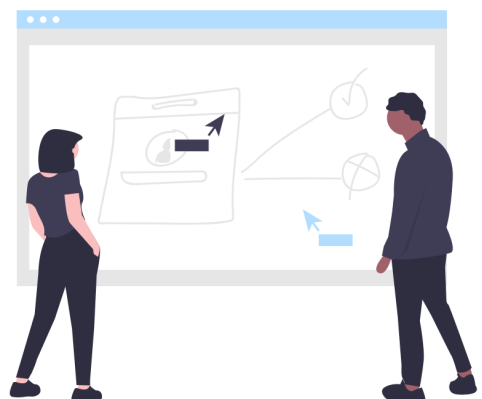
## Reduce time spent on repetitive work

**Up to 50% of time spent on document creation is spent on formatting.**

Google Workspace offers a host of features to automate repetitive work - both for yourself and other people in your team. In Docs, Sheets and Slides, you can choose from a gallery of templates to quickly set up a new document with all the correct formatting and branding. You can create custom templates with your company's branding and preferred layout, and any user can create a template and share it with colleagues.



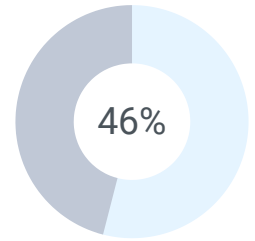
In Sheets, you can also record sequences of actions in custom macros and share those with colleagues, so everyone can use them.



## 10 Share content more easily and securely

**46% of employees have shared sensitive business content using personal file sharing and sync solutions**

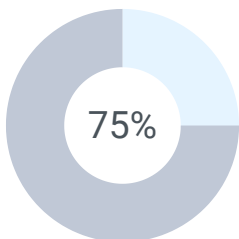
Because Google Workspace files sit in the cloud, you can send people a link to a document, from within the document itself, rather than having to open your email and attach the file. You don't lose control the way you do when you send an email attachment that someone can download, edit or forward.



## 11 See how content is being used

There are times when you want to know how the content your team creates is being used. This can be done through the Google Workspace Activity Dashboard which lets you see both the activity on a specific file and general trends about how content is being viewed and used.

## 12 Help your team become more effective and engaging presenters



**75% of employees would like to be better at presenting**

Presenter View in Slides gives presenters tools to help them deliver their content more confidently, including speakers notes and quick navigation between slides. Slides also makes it easy for the audience to get involved in Q&A sessions.

"You can imagine how thrilled we were to learn that a single suite of products – Google Workspace – could resolve all of our problems around hosting, mobility and collaboration. Google Workspace has changed the way we work, since employees can now access their work directly from their mobiles"

**Head of IT  
Glyndebourne Opera House**

**If you'd like to find out more about how Ancoris can help your team collaborate and communicate more effectively, come and talk to the experts in our Google Workspace team.**



[www.ancoris.com](http://www.ancoris.com)

# Ancoris

