


# SAF Productivity Tools Presentation

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

## Overview

Slack is a messaging platform that can be easily integrated with your day to day tools so that users can find all relevant information in a single place.

## Team Benefits

- ✓ One to one and group messaging.
- ✓ Organize conversations based on "topics".
- ✓ Connect other tools (e.g.: website, calendar, ordering system, etc).
- ✓ Collaborate with your top vendors and/or customers.



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

## Overview

A comprehensive password management solution for the whole company.

## Team Benefits

- ✓ Centralized password management.
- ✓ Prevent users from storing sensitive passwords all over the place.
- ✓ Easily share passwords between team members.

## Overview

A simple solution that allows teams to follow processes based on checklists.

## Team Benefits

- ✔ Quickly develop and implement SOP (standard operating procedures) that are based on checklists.
- ✔ Ensure that the knowledge stays in the company for every single process.
- ✔ Provide accountability with all processes.

[gsuite.google.com](http://gsuite.google.com)

## Overview

A comprehensive suite of tools that includes email, word processing, spreadsheets, presentations and many other useful tools.

## Team Benefits

- ✔ Online collaboration for projects.
- ✔ Single suite that provides much of the basic tools that any team member requires for their day to day operations.
- ✔ No need to install software as it's 100% web based.

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

## Overview

A simple yet powerful tool to manage projects with other people in a collaborative fashion.

## Team Benefits

- ✔ Keep emails, tasks and files in a single place.
- ✔ Quickly organize projects to get things done in an orderly fashion.
- ✔ Use it for everything: new website project, moving to a new facility or on-boarding a new employee.



GECKOBOARD

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

## Overview

Share your key performance indicators (KPI's) on TV's around the workplace.

## Team Benefits

- ✔ Ensure that the teams are pushing towards the same goals and keeping track of what truly matters.
- ✔ Use visual indicators to keep the teams in sync.
- ✔ Connect multiple systems to view all important KPI's in a single place.

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**RingCentral**<sup>®</sup>

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

## Overview

A modern communications platform.

## Team Benefits

- ✔ Use a combination of physical phones and soft phones (computer and/or cell phone).
- ✔ Easily setup IVRs (interactive voice responses), call routing and messaging.



calendly

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

## Overview

A simple tool to quickly share your calendar with your customers or peers to schedule meetings.

## Team Benefits

- ✔ Share your calendar with your peers, customers or vendors.
- ✔ Easily setup different meeting types and lengths (lunch, on-site meeting, visit, etc).
- ✔ Reduce the time spent coordinating a meeting.