SIX WAYS TO GIVE YOUR WORK HABITS A POWERFUL SPRING CLEAN

Watch your performance soar through improved communication and teamwork.
TABLE OF CONTENTS

4 Organize your workflow to get more done every day
8 Fine-tune your teamwork
10 Become a Zen meeting master
12 Five tips to help strengthen the bonds between office and remote workers
14 Increase your visibility to get the most out of your team
16 Use video to better connect and engage with your colleagues
19 About RingCentral
When we asked people what would make work better for them, two things kept coming up: the ability to get more done and improved communication with coworkers. These two goals go hand in hand. After all, the efficient exchange of thoughts, ideas, and information is precisely how you up your daily work game and get on course for overall business success.

Kim Beasley joins Paul Comaroto to coauthor this indispensable guide to getting the most out of your workday. They’ll walk you through six simple, yet powerful, strategies to boost your efficiency and effectiveness, including how to:

1. Organize your workflow to get more done every day
2. Fine-tune your teamwork
3. Become a Zen meeting master
4. Help strengthen the bonds between office and remote workers
5. Increase your visibility to get the most out of your team
6. Use video to better connect and engage with your colleagues
In our digital workplace, there is so much potential on a daily basis for increased productivity and better results, thanks to the variety of ways we can connect and collaborate.

Conversely, there is equally as much potential to lose track of files, get distracted by constant “pinging,” become lost in confusing conversation threads, overlap with others on specific tasks, waste time figuring out which platform has the latest version of an important document, and so on.

Organize your workflow to get more done every day

Need help getting a handle on your daily habits? What about ideas you can implement immediately that will help you use today’s technology for better time management—and results? Sound good to you? Great. Read on.
A. Streamline your communications

If you rely on email or text messaging through personal carrier accounts for your team communications, it could be your downfall. Having to deal with scattered conversations spread across multiple messages on a variety of platforms means that you and your team are more likely to miss vital information.

Minimize confusion by using a team messaging tool that allows you to communicate in real time and keep all your conversations succinct and organized in one convenient online hub. Team messaging tools allow you to create group chats based on project, team, or subject, and communicate in the way that best suits you and your team. The best platforms include the ability to make video and phone calls within their native environment, so you can still reach out and make a personal connection.
B. Synergize your workflow

If you find yourself overwhelmed with multiple folders and dabbling in various cloud storage apps and project management tools, it’s time to stop what you’re doing and find the best way to synergize your work efforts.

**Step 1:** Make a list of all the productivity apps and tools your company uses for task management, file sharing, and communication.

**Step 2:** Write down the specific productivity functions that each app/tool fulfills.

**Step 3:** Identify a team messaging tool that either integrates those apps/tools or has built-in features that include the functions you need.

**Step 4:** Document the new processes for handling files and communication. It will make it easier to train new team members on how you handle everything.

Once you’re clear on what you need to streamline your communications process, it’s time to find the right solution.
C. Clean up your collaboration act

Team messaging tool checklist

With so many options out there, you want to be sure that everything you need to plan, organize, and share work is in one tidy, centralized location. Here are some functions and features to look for:

- Real-time messaging
- Store and archive messages
- Easy to search/retrieve past conversations
- Search messages by hashtags/keywords
- Push notifications with alerts when something is important
- Email integration (so you are notified of chat updates via email and can respond through email)
- Screen sharing
- Video chat
- Project and task management
- Integrated calendar
- Integrates apps you already use (i.e., Google Drive™, Dropbox™, Trello, etc.)
- File sharing with version notation
- Document collaboration
- Image annotation abilities
- Free plan/trial version
- Mobile app version
- Robust knowledge base/customer support

Glip is an all-in-one team messaging solution that centralizes your communication and lets your team get their best work done, together.

Try Glip for free
Fine-tune your teamwork

To get the most out of your coworkers, colleagues, and clients, you need to be a top-notch team player—whether you’re sitting right next to the person or working remotely.

Are you making these top-10 collaboration mistakes? Find out how your team-playing skills measure up by taking the quiz.

1. Do you tend to rush ahead to get projects done without defining responsibilities for each member of your team?

2. Are you unclear on what the focused topic for your team project should be?

3. Does the expected outcome of the project seem vague to you or your team members?

4. Do you find yourself micromanaging a project, and do you find it difficult to step back?
5. Are you and your team members working on different apps, using different file-sharing platforms, etc.?

6. If you work remotely, do you turn off your video during conference calls?

7. Do you use unreliable technology to communicate, such as speakerphone?

8. Does the disorganized state of your desktop make you dread sharing your screen?

9. Is your work environment loud and distracting, making it difficult to get your job done (e.g., coffee shop noise, dogs barking, etc.)?

10. Do you let meetings drag on too long without a clear agenda or purpose?

If you answered yes to all of these questions, you’re the player that went running out of the park after that fly ball.

Answered yes to five or more? You’re on the same playing field, but playing solo.

The best way to help you get back in the game when it comes to teamwork and getting your best work done is to adopt a team-messaging app that has built-in collaboration features. It should be easy to integrate in your communications process and easy to use, making it straightforward for everyone to get on board. After all, 80% of knowledge workers find that team messaging and collaboration applications are helping with productivity and work efficiency, as well as breaking down communications barriers and silos.*

*IPSOS Public Affairs study conducted on behalf of RingCentral: Most Americans Working Full-Time Rely on Email to Get Work Done and to Collaborate with Colleagues, 2017
Meetings can be a great way to connect and keep projects moving in the right direction, but too many of them, especially if they’re unproductive, can only result in slowing things down. We could all do without meeting fatigue, right? Here are some pointers to help you become the perfect Zen master of meetings.

First things first. Determine whether the meeting is actually needed. Can you resolve the issue through chat or another means of communication? If a meeting is the best way to discuss or resolve said issue, make sure you do the following:

1. **Be mobile ready.** Check that your meeting/conference software is optimized for mobile before adding remote attendees.

2. **Plan ahead.** Send out an agenda prior to the meeting. Refer to it during the meeting and stick to it.
3. **Take notes.** Assign someone to be the notetaker or take them together in a shared document.

4. **Make sure everyone understands each other.** A good way to do this is to repeat the next steps and actions at the end of the meeting and open up the floor for questions.

5. **Agree on action items and clarify ownership.** Everyone should be clear on what they have to do next and by when. It’s a good idea to use a task-management or collaboration tool to keep track of tasks.*

6. **Don’t forget the recap.** Send out the meeting notes and agreed-upon actions after the meeting ends.

7. **Follow up.** Make sure the action items are on track and hold everyone accountable for their tasks.

*Glip tasks lets you assign tasks directly to a group member.
Five tips to help strengthen the bonds between office and remote workers

So what can you do to strengthen the ties that bind your scattered team together? Here are our five top tips for keeping your team on track and just as productive as if they were sitting in the same room.

**Tip 1: Use video as regularly as you use email or chat.** Face-to-face communication helps support a more personal connection and captures body language and other nuances lost in plain old text.

At least 50% of today’s workforce holds jobs that allow for at least some telecommuting, according to GlobalWorkforceAnalytics.com
Tip 2: Schedule weekly check-ins. A regularly scheduled meeting syncs your team and makes sure everyone has visibility on projects. Weekly check-ins also help you dodge overcommunication and meeting overload.

Tip 3: Establish a “home base” for documents and files. This is where everyone can access the latest versions and easily share them. Bonus points if your team communications platform allows you to “pin” the current version to the top of the list to make it easy to find.

Tip 4: Hire the right people for your remote teams. Look for self-starters and self-motivators with a healthy sense of time management. And be sure they have the same characteristics you value in the rest of your team.

Tip 5: Remember, we’re all human; take the time to bond! Team building is important regardless of proximity. Take the time for small talk and non-work-related chat. Video calls are another great way to make that personal connection.

Like these tips? Go deeper on the Glip Blog for more in-depth discussion about strengthening remote team bonds.
Increase your visibility to get the most out of your team

Being visible at work isn’t just about being found; it’s also about being available. This is easier than you think. Gone are the days of getting caught up in long-winded phone calls, excessive in-person meetings, or endless lunches, leaving little room for efficiency and cost savings. It’s time to think about how your team likes to communicate, and adapt your work practices accordingly. Take a look at the facts from a recent Ipsos survey.*

* Ipsos Public Affairs study conducted on behalf of RingCentral: Most Americans Working Full-Time Rely on Email to Get Work Done and to Collaborate with Colleagues, 2017
Considering this shift in communications and collaboration, here are some guidelines to help you be there for your team and clients without dropping any balls.

**Limit email and phone calls.** The facts are in the stats: 80% of people use team messaging for work and nearly everyone uses smartphones to text. It’s time to start using the communication method your clients and team prefer to use.

**Be flexible.** Using the collaborative messaging tools that your clients and team favor helps keep the doors of communication open. Not only that, it moves your business forward as your customers and team feel seen, heard, and understood.

**Don't be afraid of video.** Communicating and collaborating via a messaging tool doesn't have to mean disappearing from view. Video calls are a great way to add that human touch to a conversation and make a memorable impression when you’re not there in person.

**Agree to be supportive.** In this virtual team environment, it’s crucial that team members are supportive of one another. This can help keep the lines of communication open as well as build team camaraderie.

Read more about being visible on our recent blog post: “How the way you communicate can boost your visibility.”
Did you know that a staggering 93% of communication is non-verbal? In this digital world, video can help you make more personal, dynamic connections. But getting used to casual video integration in everyday chat can be daunting, especially for the introverted among us.

Here are some pointers to help you ditch the phone and email and say hello to video:

- **Self-talk.** Talk yourself through what you’re about to do before getting on a video call. A dress rehearsal can boost your confidence and make all the difference.

- **Look directly at the camera and smile.** Nothing communicates confidence like a direct, friendly demeanor.
• **Be open to surprises.** Sometimes things happen on calls, as they do in person. What if someone blindsides you with a question you weren’t prepared for? Keep calm and always be open to the unexpected.

• **Keep in mind it’s not always about you.** Video chat is a great way to share screens, and you can easily keep the focus on what’s on your desktop—the right team messaging software will let you turn off the video at your end.

• **Remember, you can only benefit from being open to video calls.** From minimizing miscommunication to maximizing the benefit of interpersonal communication, video is perhaps the most direct way to connect and engage with the key people on your team, clients, and other important collaborators.
By following these six steps, you’ll be on your way to cleaning up your collaboration and paving the way to a hyper-productive spring. And summer, fall, and winter for that matter!

We’d love to hear about your experiences. Tell us your stories on Facebook or Twitter.

You can start your team on RingCentral Glip for free and follow our Collaboration with Glip blog for more productivity tips.

Follow Kim Beasley for more on business visibility and communication:
ABOUT RINGCENTRAL

RingCentral, Inc. (NYSE: RNG) is a global provider of cloud unified communications and collaboration solutions. More flexible and cost-effective than legacy on-premise systems, RingCentral empowers today’s mobile and distributed workforces to be connected anywhere and on any device through voice, video, team messaging, collaboration, SMS, conferencing, online meetings, contact center, and fax. RingCentral provides an open platform that integrates with today’s leading cloud business apps while giving customers the flexibility to customize their own workflows. RingCentral is a leader in the 2016 Gartner Magic Quadrant for Unified Communications as a Service Worldwide and was named by Frost & Sullivan as 2016 hosted IP telephony/UCaaS Company of the Year. RingCentral is headquartered in Belmont, California.