Virtual First: Communication Kit

Tooling 101

End bad habits with a few key mindset shifts.

From tool overload → just the tools you need

Try picking one version of each tool you use for a specific purpose. For example, if you're currently using both Google Chat and Slack, try choosing just one that everyone will stick to. This will help your team focus and build mastery in the tools you agree on.

From tools everywhere → everything in one place

Where possible, keep your tools centralized in one, easy-to-access place. (Better yet: Integrate them with a single-sign tool like Okta.) Having everything together will reduce "startup" time for projects as well as wasteful context-switching.

From unspoken norms → intentional tool habits

Instead of letting pings dictate your behavior, have your team formally agree on which tools you'll use, and how you'll use them. (For example: We use Slack, but don't send Slacks after 6:00 pm.) Agreeing on shared norms can help you reduce overwork, and free your team to focus.