



Virtual First: Communication Kit

Tool rules worksheet

	Tools we use	We'll use it for	We won't use it for	We'll check it when	We won't check it when
	Add one primary tool for each purpose.	Add the top 3 ways you'll use each tool.	Add your top 2-3 ways.	Times and situations when you'll check this tool.	Times and scenarios when you'll be silent.
Knowledge management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emailing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Real-time chat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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Digital whiteboarding	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Video conferencing	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Project management	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Goals tracking	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Other category	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>