



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	_____	_____	_____	_____	_____
Writing	_____	_____	_____	_____	_____
Designing	_____	_____	_____	_____	_____
Emailing	_____	_____	_____	_____	_____
Real-time chat	_____	_____	_____	_____	_____



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Digital whiteboarding	_____	_____	_____	_____	_____
Video conferencing	_____	_____	_____	_____	_____
Project management	_____	_____	_____	_____	_____
Goals tracking	_____	_____	_____	_____	_____
Other category	_____	_____	_____	_____	_____