



Virtual First: Effectiveness Kit

Collaboration tools cheatsheet

Use this cheatsheet as a discussion starter for your team. What do you agree with?
What norms would you like to set? Adapt it to fit your needs.

Good for	Doc	Email	Video Call	Chat	Digital Whiteboard
Real-time communication	⊗	✓	✓	✓	✓
Making an impact with your message	✓	✓	✓	⊗	⊗
Reaching a lot of people	✓	✓	⊗	⊗	⊗
Keeping a permanent record	✓	✓	⊗	⊗	⊗
Dealing with complex topics	✓	⊗	✓	⊗	✓
Dealing with sensitive issues	⊗	⊗	✓	⊗	⊗