Tool use scorecard

Add your collaboration tools to the template below. Then, give yourself a score.

	Tools we use	This tool is useful and easy to use.	We have just ONE tool we use for this purpose.	This tool is in a central, easy to find place.	We have agreed-on "rules" for using this tool.
	Yes, totally = 2 Kind of = 1 Not so much = 0	Yes, totally = 2 Kind of = 1 Not so much = 0	Yes, totally = 2 Kind of = 1 Not so much = 0	Yes, totally = 2 Kind of = 1 Not so much = 0	Yes, totally = 2 Kind of = 1 Not so much = 0
Knowledge management	_____	_____	_____	_____	_____
Writing and editing	_____	_____	_____	_____	_____
Designing	_____	_____	_____	_____	_____
Emailing	_____	_____	_____	_____	_____
Real-time chat	_____	_____	_____	_____	_____

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Digital whiteboarding	_____	_____	_____	_____	_____
Video conferencing	_____	_____	_____	_____	_____
Project management	_____	_____	_____	_____	_____
Goals tracking	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____