

MORE RECOMMENDED RESOURCES AND IDEAS TO TRY

A. A Few Recommended Tools/Apps:

Due to skyrocketing demand, there are myriad choices for virtual engagement tools! With more coming continuously... to help teams connect more deeply and be more effective together working remotely.

One note of caution: Don't overemphasize technology opportunities.

Take a step back and ask:

- How can we solve this challenge with what we already have?
- What would we do if we were all in the same physical location?
- Now, how could that translate to our virtual environment?
- Will the benefits to the team offset a new app's set-up, maintenance, or cost considerations?

Chances are that your company already has invested in several tools to help organize work and facilitate communication and collaboration. In case you're still shopping for the right fit app or platform to fill a gap, my suggestion is to appoint a 3-person committee to assess team needs, check what's out there, get a demo of the top few and trial them before introducing to the team.

For productivity, organization and workflow:

To-do lists, and projects I like Asana best. Many people prefer Trello or Monday Or there are a lot of other great alternatives including:

- Serene
- Freedom.to
- Any.do
- Todoist
- Harvest
- Toggl
- Rescue Time

For reducing stress:

- Calm
- Breathe2Relax
- Daylio
- MoodKit
- RAILRES
- TalkLife

For developing leadership traits and engaging team members:

- MindTools.com

- Ted.com
- ThoughtExchange
- Basecamp
- Hive

[Mural](#) is a digital whiteboard for collaboration. It is real-time, making it an excellent choice for brainstorming, and sharing a whole host of things with each other. They also have tons of pre-built team activities!

[Gather.town](#) is for building virtual communities and gathering together for one-time or regular events. It also allows team members to design a virtual workspace together along with individual virtual office spaces, which facilitates interactions with each other and creates a common space for everyone to belong - and they can have fun with the theme they select too.

B. Recommended Reading & Additional Resources

Work From Home Foundations and Productivity:

- *“The Power of Habit”* by Charles Duhigg
- *“The Compound Effect”* by Darren Hardy
- *“Atomic Habits”* by James Clear
- *“Eat That Frog!”* by Brian Tracy
- *“The 7 Habits of Highly Effective People”* by Stephen R. Covey
- *“Lead With Moxie”* by Heather Legge
- *“Getting Things Done”* by David Allen
- *“The Way We’re Working Isn’t Working”* by Tony Schwartz
- *“168 hours: You Have More Time Than You Think”* by Laura Vanderkam
- <https://interaction-training.com/tips-for-supporting-your-best-self-and-being-productive-while-working-from-home/>
- <https://snacknation.com/blog/remote-work-software/>
- <https://thedigitalmerchant.com/best-remote-work-tools/>
- <https://www.businessinsider.com/how-to-block-social-media-apps-from-yourself>
- <https://www.envisionsuccessinc.com/5-minute-reset/>
- <https://www.consumeraffairs.com/news/10-productivity-tools-you-need-to-work-from-home-032921.html>
- <https://www.calendar.com/blog/10-must-listen-to-productivity-podcasts/>
- <https://www.envisionsuccessinc.com/focus-zone/>
- <https://www.lifehack.org/articles/technology/top-15-time-management-apps-and-tools.html>

Stress Management and Resilience:

- *“The Strengths-Based Workbook for Stress Relief”* by Ryan M Niemiec
- *“Burnout: The Secret to Unlocking the Stress Cycle”* by Emily Nagoski

- *“Stress-Proof”* by Mithu Storoni
- *“SuperBetter: A Revolutionary Approach to Getting Stronger, Happier, Braver and More Resilient - Powered by the Science of Games”* by Jane McGonigal
- *“Rising Strong”* by Brené Brown
- *“The Agility Factor”* by Williams, Worley, and Lawler

- <https://adaa.org/managing-stress-anxiety-in-workplace/anxiety-disorders-in-workplace>
- <https://www.forbes.com/sites/nomanazish/2019/05/30/how-to-de-stress-in-5-minutes-or-less-according-to-a-navy-seal/>
- <https://www.verywellmind.com/how-to-deal-with-stress-at-work-3145273>
- <https://www.ccl.org/articles/leading-effectively-articles/what-is-psychological-safety-at-work/>
- <https://www.td.org/insights/psychological-safety-secret-of-effective-teams>
- <https://positivepsychology.com/resilience-activities-exercises/>
- <https://www.betterup.com/blog/how-to-build-resilience-why-resilience-is-a-top-skill-for-the-workplace>
- <https://www.limeade.com/resources/blog/5-ways-to-improve-resilience-at-work/>
- <https://positivepsychology.com/resilience-in-the-workplace/#>

Leading and Engaging Remote Teams:

- *“Crucial Conversations”* by Patterson, Grenny, McMillan, Switzer
- *“The Leadership Challenge”* by James Kouzes and Barry Posner
- *“The Five Levels of Leadership”* by John C. Maxwell
- *“Drive”* by Daniel Pink
- *“Winning”* by Jack Welch
- *“The Long-Distance Leader”* by Kevin Eikenberry and Wayne Turmel
- *“Remote: Office Not Required”* by Basecamp founders Jason Fried and David Heinemeier Hansson
- *“Leading from Anywhere: The Essential Guide to Managing Remote Teams”* by David Burkus

- <https://www.fastcompany.com/90708347/the-future-of-work-is-forcing-an-evolution-in-leadership>
- <https://onlinelibrary.wiley.com/doi/full/10.1111/jan.15028>
- <https://www.envisionsuccessinc.com/coaching/extended-disc-assessments/>
- <https://survey.bot/what-do-you-mean-by-clear-is-kind-unclear-is-unkind/>
- <https://gethppy.com/employee-engagement/engaging-managing-remote-employees>
- <https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers>
- <https://asana.com/resources/collaboration>
- [https://store.gallup.com/p/en-us/12667/drops-and-envelopes%3A-warm-palette-\(set-of-150\)](https://store.gallup.com/p/en-us/12667/drops-and-envelopes%3A-warm-palette-(set-of-150))