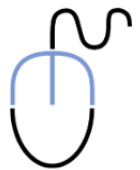CONNIE CLARK

5 WAYS
TO BOOST YOUR TEAM'S PRODUCTIVITY WITH MICROSOFT TEAMS

Prepared by:
MISSION COMPUTERS

While working in groups on any collective project, it's necessary to share information at all times, even when unable to meet face to face, in order to work collaboratively on one joint task.

Microsoft Teams will give you the ability to do this and more.

As you work together with your colleagues and staff, you'll have confidence nothing is being missed and truly feel organized.

1. Reduce the Clutter

Within Teams you can **easily chat and share files** with others so that everyone has one location to find information on one topic**.**

*No more searching an **overly stuffed email inbox**.*

Keep the chats and filing in **specific channels** within your team.

Think of how much team productivity will increase when you have **a new central location** for all communication while using Teams.
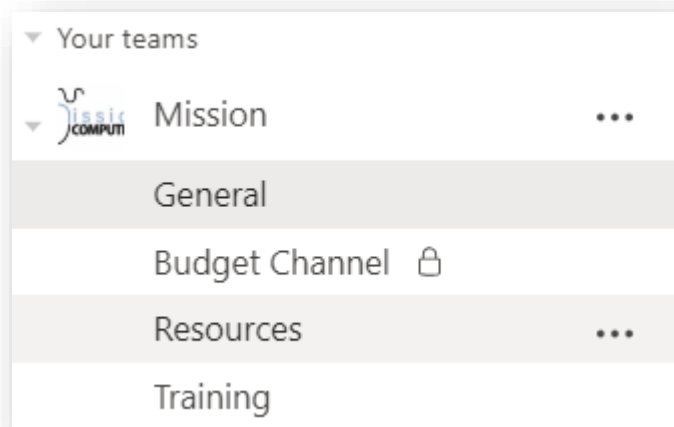
2. Save Time

Know **where** to find your files.

How many hours per day/week **get lost by looking** for files and/or emails?

Everyone has a different way of organizing everything and let's face it some people never seem to get organized.

So rather than leave it to luck, ***create a system that makes sense*** *for everyone.*

Within Teams you will have one central system for filing documents (under Files) and notes (as an add-on app for OneNote).

Your team can then **easily share** information by topics and sub-topics.

This file area is hosted on a SharePoint site so you will always have access to that information, and the access is available **on any device.**
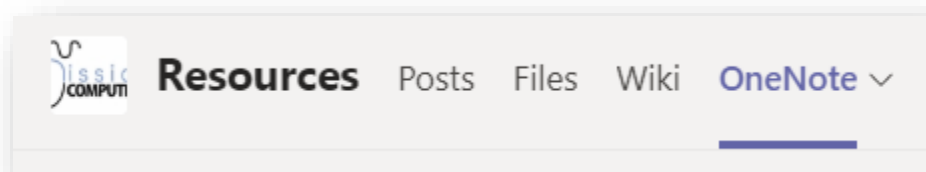
3. Avoid Confusion During Meetings

In order to make the most of your time in meetings you want to be able to discuss the distributed notes, **not repeat what everyone should have read** prior to the meeting.
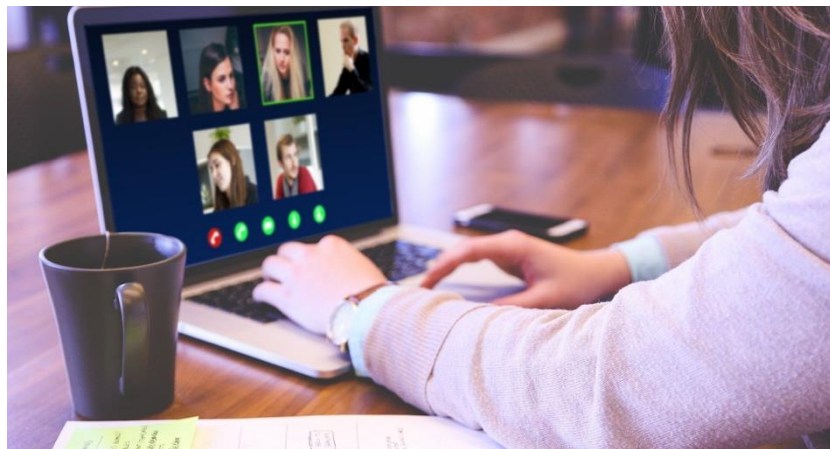
With Teams…

- Notes are constantly updated by all working on the project.
- **No need to email** individuals separately.
- All the information is there, all the time!
- You can **organize all the notes and supporting documents** for a meeting in the Meeting's Chat or in a channel for a specific group.
- Meetings can be easily **recorded** and then accessed within the Teams app.

Everything you need **before, during and after** the meeting will be right within the Teams environment.

- You can upload files you need **prior** to the meeting.
- **After** the meeting, the recording and notes can be easily accessible by all Team members.

*Create **more organization** for all that has to do with your meetings.*

Because all pertinent information is always available, everyone is always held accountable for being prepared.
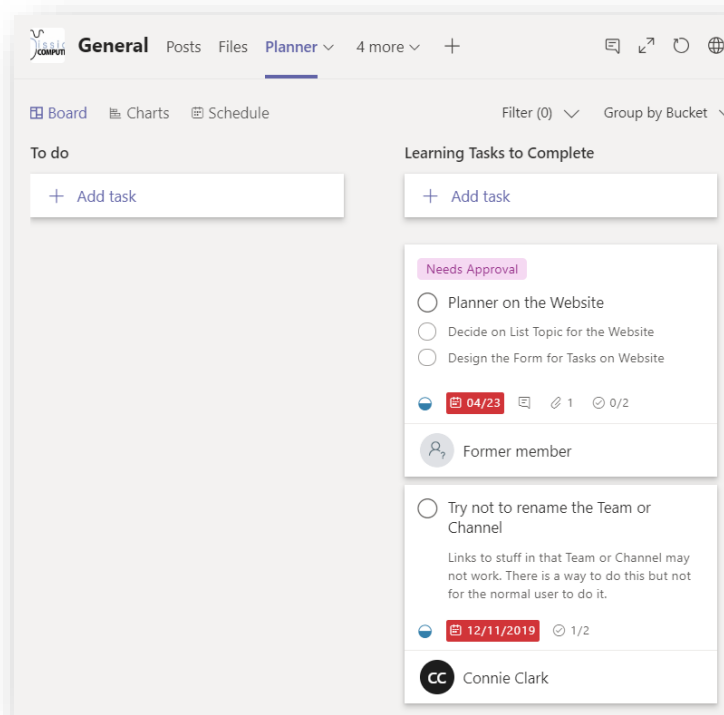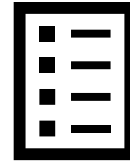
4. Stay on Track (with Tasks)

Use Microsoft Planner, a **Task** manager available within Microsoft Teams.

Within a team there is often a need to **delegate** tasks to each team member.

This can easily be done with the Planner App.

Tasks that are assigned can be easily **monitored** and tracked.

Everyone in the Team will see the **progress** of all tasks.

5. Remove the Distractions

Do you have an **Important** Document you need everyone to see?

You can simply have that document pop-up in Teams!

Just like you would post a document on a **bulletin board**, you can post a document within the group so that everyone can view it and see it right away.

This could be a Word document or Excel spreadsheet or PDF or PowerPoint Presentation.

The Teams Apps is meant for a Team of people that **work together** towards a common goal or objective.

If you **want the best** for your Team and want to know how to use Microsoft Teams so that you and your colleagues can enjoy productive meetings, resolve issues faster, plan and implement projects more effectively, then check out the **Teams Success Blueprint** – it will help you TRIPLE your Productivity for sure!