

The Essential Guide to  
**VIRTUAL TEAM**  
Building Tools



chris ducker

# The Essential Guide to Virtual Team Building Tools

By Chris Ducker



*Thank you for checking out this guide on all my personal favourite tools and resources for working with and building a virtual team.*

Collaborating on projects with a team can be tricky, especially when your team members are countries apart.

There are time zones, availability and modes of communication to take into consideration and that's before a meeting is even set up!

Fortunately there are quite a ton of great online tools out there that can help you and your team manage tasks and meet those goals without having to meet face-to-face.

To make things easier for you to get started choosing which way to turn for help, I put together this quick guide that will help.

**Remember: No set of tools, or resources are for one entrepreneur.**

What works for you might not work for someone else, and vice versa, so it's best to continue to look for solutions if a tool that you're currently using is not helping you the way you'd like. Fortunately, there are plenty of new resources being launched all the time.

Enjoy the guide, and be sure to tweet me, and let me know what you thought of it!

Best,



**Chris Ducker**

Bestselling Author of 'Virtual Freedom'

# PROJECT MANAGEMENT



## ASANA

**Asana** – This is one of the most popular project management tools, with a clean and intuitive interface that works well for teams who are always collaborating on different projects.

You can work with different team members on separate projects without having to get bogged down by going through your email since Asana has an effective search system to help you find what you are looking for.

If you want to stay organized, you can also sync your Asana tasks with deadlines on your calendar.

We use this daily at [Virtual Staff Finder](#).



## BASECAMP

**Basecamp** – This project management tool has a clean design and user-friendly interface.

You can upload and store files and share folders with certain members of your team or even clients.

Another cool feature is that you can follow the daily progress of your different tasks, as well as time-track your projects so that you can keep on top of things.

# COMMUNICATION



## SKYPE

***Skype*** – This is a powerful communication tool that is a staple in almost every online entrepreneur's toolkit.

Aside from being able to do voice and video calls, you can also hold small group meetings through video conferencing and share screens as well as files.

You can even record the calls, using the Call Recorder software on the Mac, or if you're using a PC, Camtasia.



## GOOGLE HANGOUTS

***Google Hangouts*** – Keep in contact with your virtual team by using Google Hangouts as a way to hold meetings.

You can also look at using the software for brainstorming and mastermind sessions with your virtual staff, too.

Extra bit of goodness from this software is that it can be accessed accessed online, via a desktop or laptop, or even through mobile devices which is easy when traveling.

# FILE STORAGE



## DROPBOX

**Dropbox** – Dropbox is a simple and easy-to-use cloud based storage service that acts as your virtual hard drive.

You can store, access and share files easily with your team from any computer or mobile device, which makes it handy for entrepreneurs on the go.

For more storage space simply invite your friends to join, or you can avail of the 'Pro' package and get more storage space than you can shake a stick at, as well as backup features.



## GOOGLE DRIVE

**Google Drive** – This is another file-storage and synchronization service where you can store and share documents with one another.

Team members can also collaborate and edit spreadsheets or documents simultaneously through Google Docs.

It is also an excellent way for entrepreneurs to back up their files especially when traveling without an external hard drive.

# PRODUCTIVITY



## EVERNOTE

***Evernote*** – This tool acts as a digital notebook that can be accessed from your desktop, online and mobile devices.

Entrepreneurs can use this tool to jot down any business ideas, store photos, audio clips and to-do lists which they can then share with their VAs through different notebooks.

I've used this app for years, and it's basically removed paper from my life, which is a plus when and you are location independent - I believe it'll continue to be a game-changer.



## HOOTSUITE

***Hootsuite*** – Managing multiple social media accounts can be a time-consuming (and distracting) task for anyone.

Hootsuite can help you by allowing your VA to post across your different accounts such as Facebook, LinkedIn, Google+ and Twitter.

Your VA can also schedule tweets to go out on your behalf as well and compile reports based on the analytics that it offers.

# HANDY UTILITIES



## LASTPASS

**LastPass** – It can be a hassle to constantly remember all your login details for all your online accounts, which is where this tool comes in handy.

Lastpass is a password management tool that stores your login details for you, so that you don't have to keep writing down your new passwords on pesky scraps of paper that go missing.

If you need help with social media management and feel unsure about sharing your login details with your VA, they won't need to know the actual passwords as they can access these social media accounts through an installed LastPass plugin.



## CAMTASIA

**Camtasia** – This is a screen recording and video editing software which entrepreneurs can use to record on-screen training and delegation activities that they can then send to their VA's.

These videos can include tutorials, going through business processes step-by-step or even just sending their VA's a quick message to catch up.

The tutorial videos can then be stored to help train any future team members as well. Available for both Mac and PC.

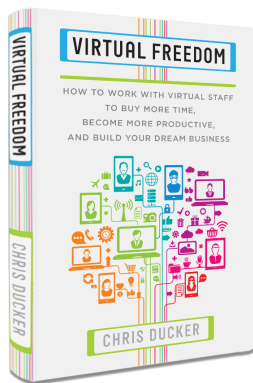
# ADDITIONAL RESOURCES



## VIRTUAL STAFF FINDER

If you feel like you need a part-time or full-time General Virtual Assistant (GVA) to help you run, support and grow your business, then you can check out my service [\*\*Virtual Staff Finder\*\*](#) to get you started.

Over the last five years we've helped thousands and thousands of entrepreneurs from all around the world find experienced, hard working GAVs based in the Philippines, so they can plug them into their business, grow their virtual team and open up a whole world of possibilities for their business.



## VIRTUAL FREEDOM

For a step-by-step guide on how to buy more time and build a business with the help of virtual employees, pick up my book [\*\*Virtual Freedom: How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business!\*\*](#)

With over 30,000 copies sold and hundreds and hundreds of 5-Star Amazon reviews, I guarantee it'll serve as the definitive guide that you need to navigate the virtual staffing world successful.



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If you're looking for high-quality content on the subjects of productivity, delegation, smart business marketing, personal branding and business growth in general, then I'd love to see you visiting my permanent online hub.

With over 500 blog posts, podcast episodes, infographics and overall high value, it truly has become one of the internet's most viewed personal blogs, with over 125,000 unique visitors a month!

**[Click here](#)** to drop by, and come say hello!



## YOUPRENEUR MASTERMIND COMMUNITY

Most entrepreneurs go into business battle on their own every day. It's a lonely journey, let's face it.

But, it doesn't need to be that way. After years of traveling the globe holding mastermind sessions in person, I've taken everything I've learned about curing entrepreneurial loneliness and developing business relationships that LAST, and turned it all into the online community where nobody gets left behind.

To find out more, and to join 'the family' **[click here!](#)**

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