

draw.io



Every Moment Matters

draw.io for remote teams

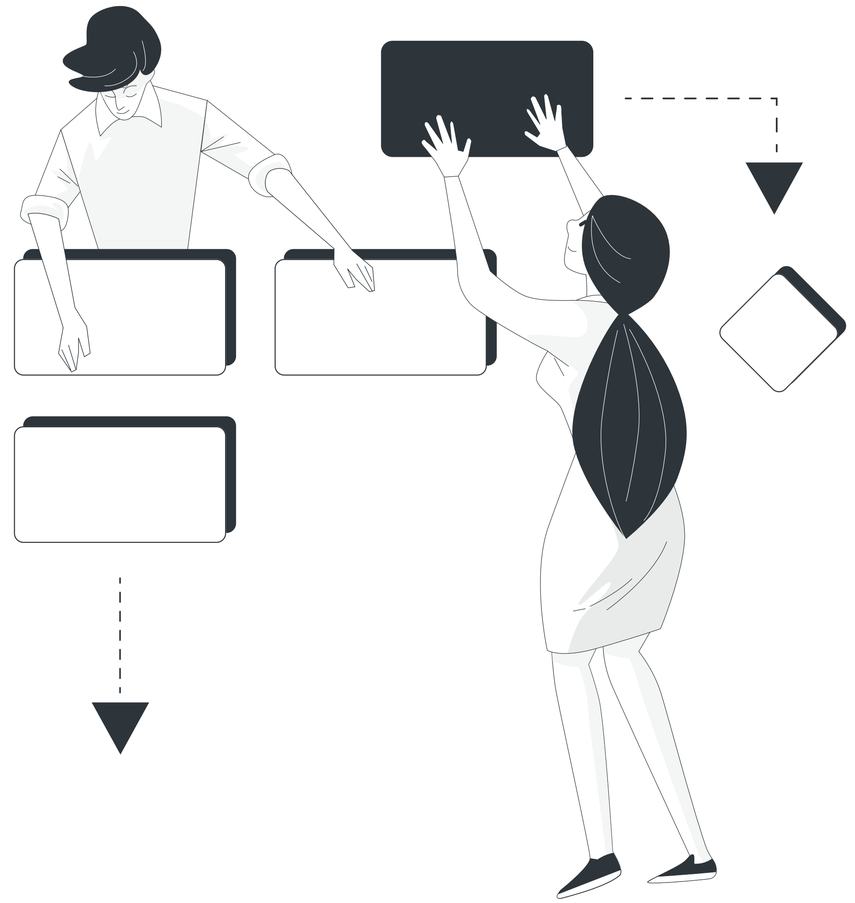
Bringing remote teams closer together

We have seen fundamental shifts in ways of working since the pandemic. Fully remote, hybrid, distributed, co-working spaces… these are all terms that have entered our regular lexicon in the business world.

Attitudes have shifted too. Experts say, (depending on the sector), that remote work **increases productivity**; others observe **the opposite effect**. Even the topic of measuring productivity is a debate in itself. Some people couldn't wait to get back to "regular" office life; others are fighting to maintain their right to work from home.

Regardless of which side you're on, remote work is here to stay. In this topic spotlight, we're looking at how teams can make Every Moment Matter when working remotely or hybrid. We explore ways to keep remote teams connected, motivated, and productive, ensuring strong collaboration from planning to execution.

There are ways to support and connect remote teams and bring them closer together, no matter the physical distance. And we're living proof! Team draw.io is a remote team, spread across Europe and North America, and the tips and diagrams we showcase in this series are tried and tested by us. We hope you benefit from them as much (or even more!) than we have.

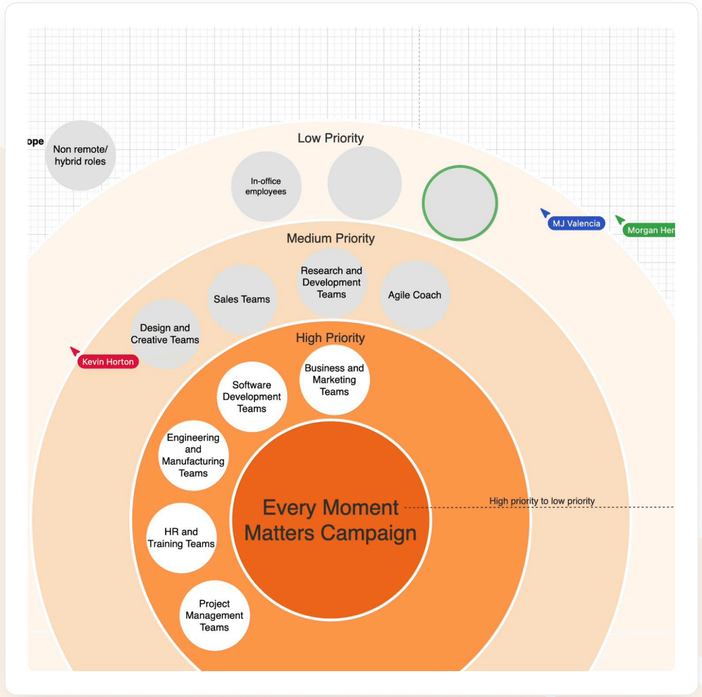


Collaborating within a team where every moment matters

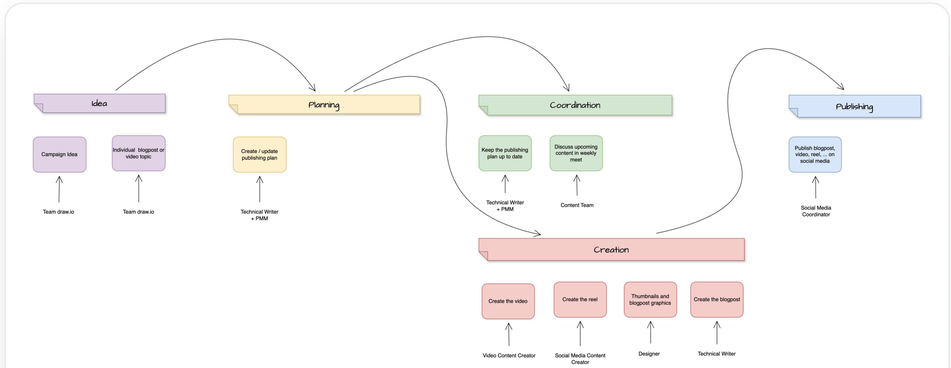
In this first blogpost, we look at some of the ways draw.io helps overcome challenges faced by remote teams: sporadic touch points, too many (or too few meetings), and working in different time zones.

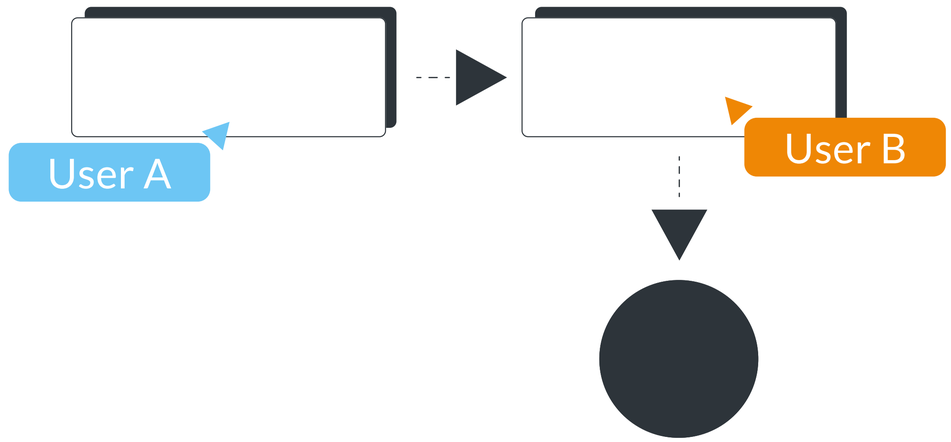
We give four tips of how Team draw.io organizes and visualizes our processes, including:

1. **Real-time collaboration on diagrams in Confluence Cloud**, and collaborative editing in draw.io for Confluence DC, to facilitate closer coworking among teammates.



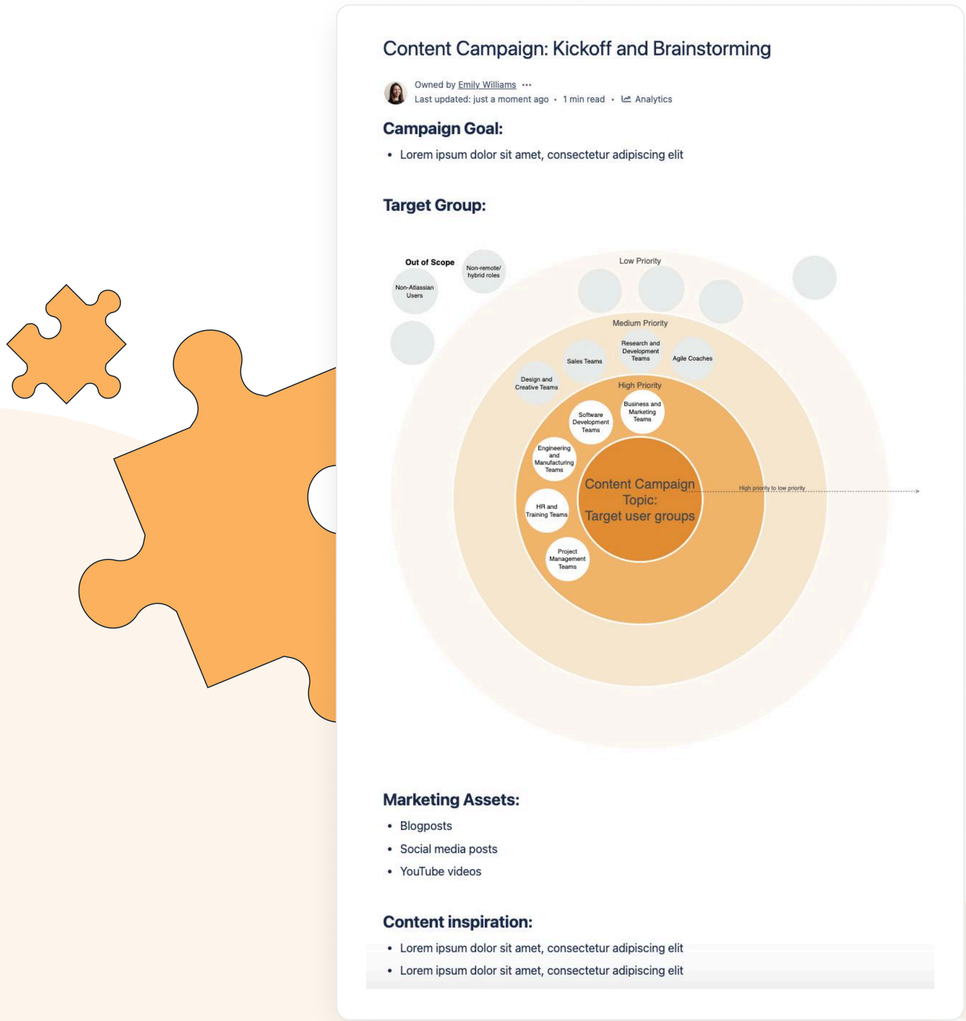
2. **Clarifying processes**, to ensure teams are aligned and on the same page. This in turn helps you identify areas to refine processes and ensure they are streamlined.



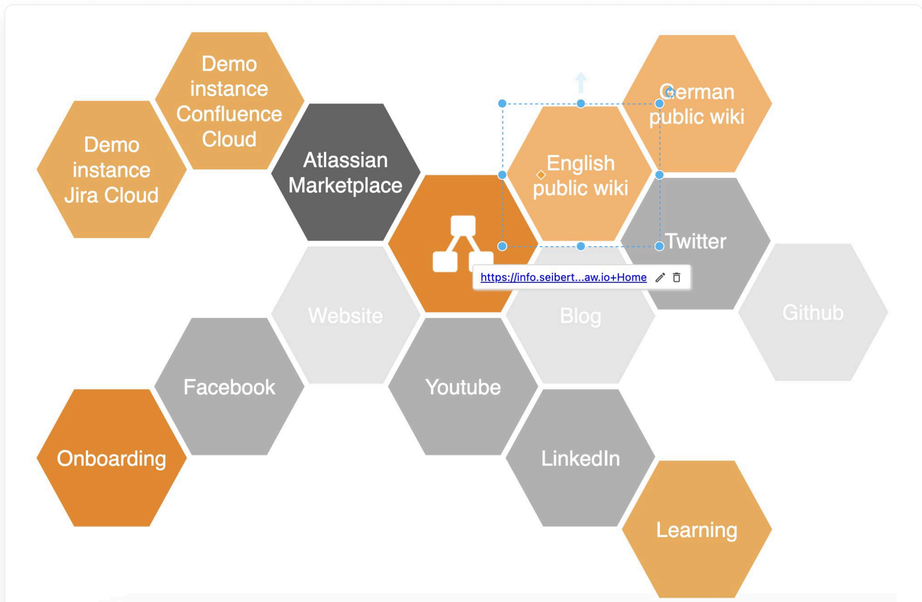


Collaborating within a team where every moment matters

3. **Working transparently:** How embedding draw.io diagrams in key documentation stored in Confluence provides everyone access to the relevant information.



4. **Facilitating successful onboarding** of new colleagues by adding custom links in draw.io diagrams.

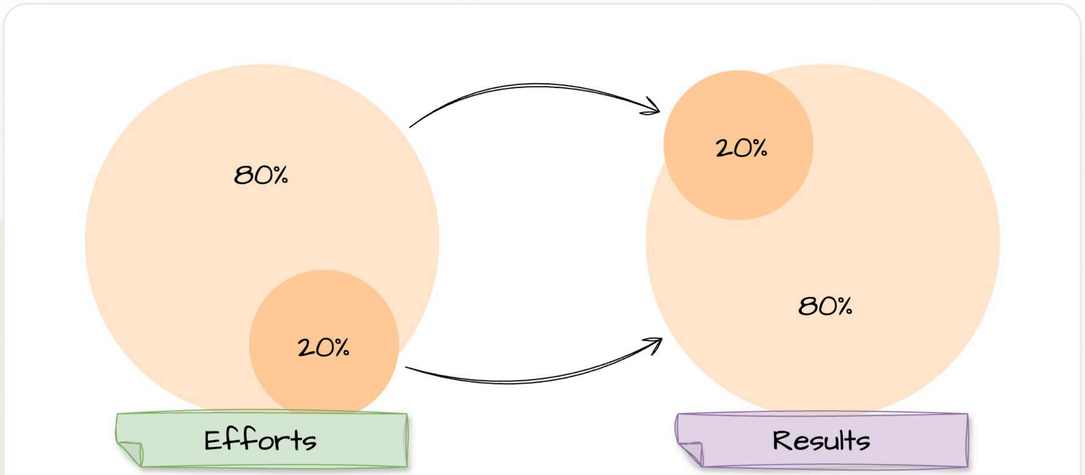


Find out more in our blogpost, ***Collaborating within a team where every moment matters***

3 infographics to boost productivity

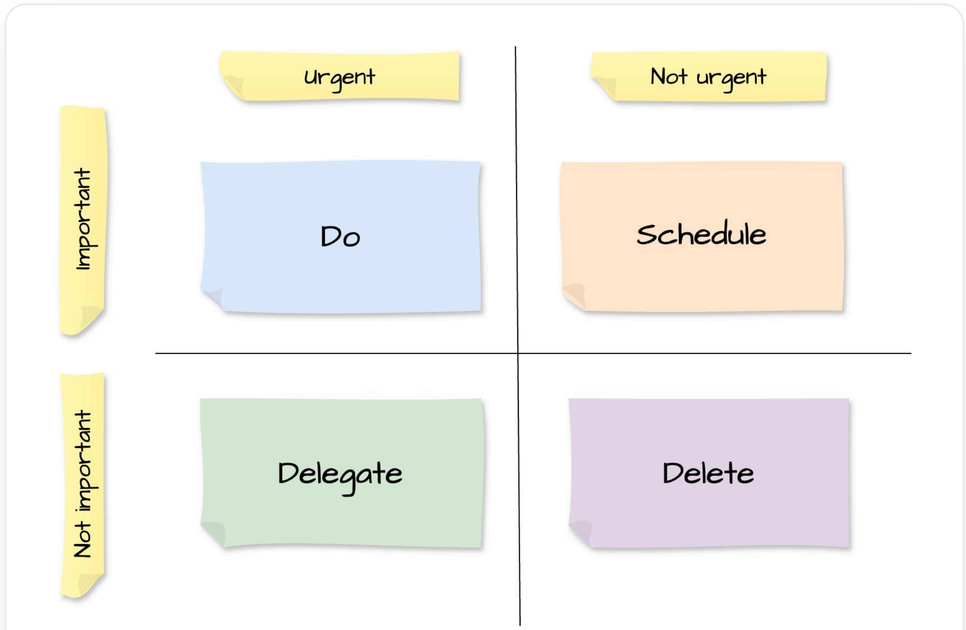
This blogpost showcases three infographics that can help you and your teams with self-organization, efficiency, and productivity. These include:

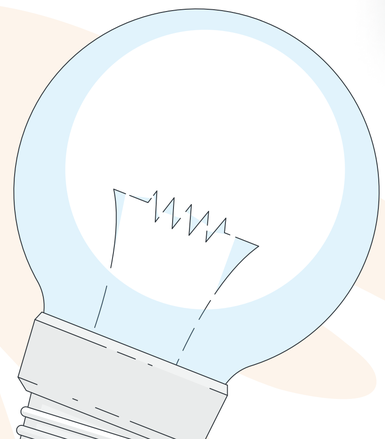
1. **The Pareto principle:** Known as the 80/20 rule, the principle states that 80% of the output of a situation is determined by 20% of the input. The principle serves as a useful lens to assess your workload, and identify high-impact tasks to tackle first.



2. **The Eisenhower Matrix:** *"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."* - [Dwight D. Eisenhower]

A must for tackling your to-do list in an efficient manner, the Eisenhower Matrix is a framework used to assess tasks in relation to their importance vs. urgency.





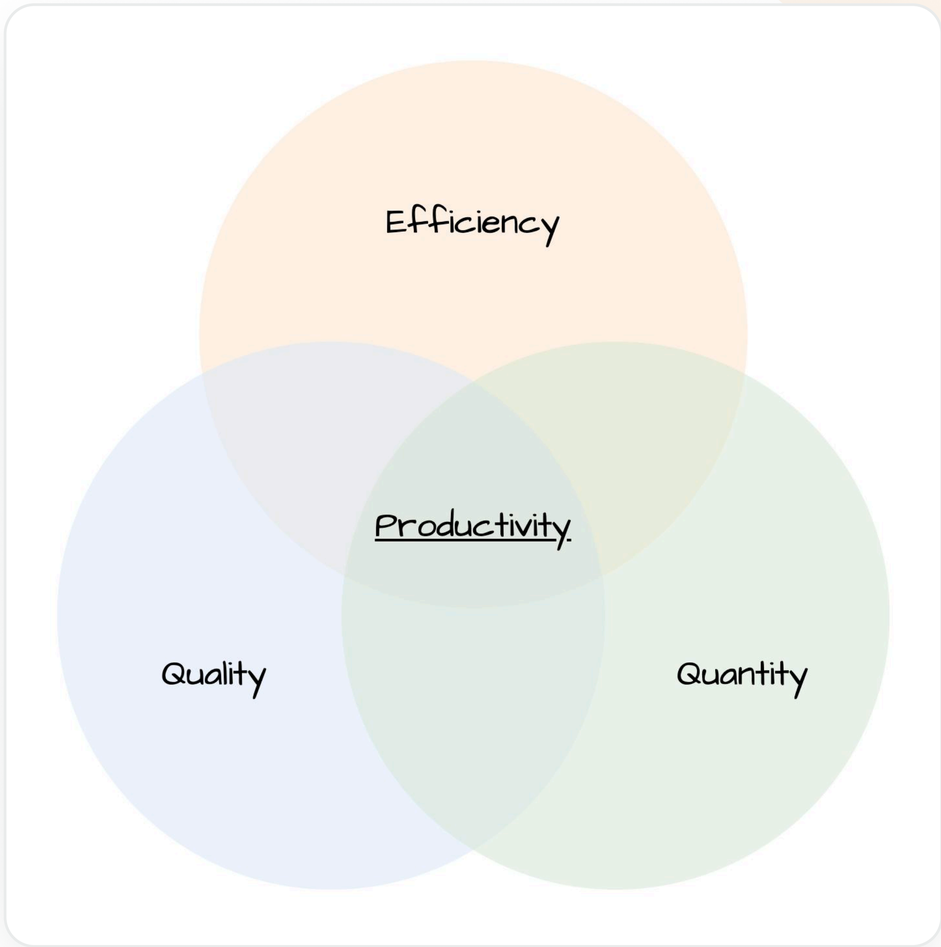
3 infographics to boost productivity

3. **Productivity Venn Diagram:** Being productive isn't about simply taking on more and more - it's about doing things well the first time, saving you time in the long run.

This Venn diagram highlights the fine balance that comes with task management:

- Quantity: Setting and completing a good number of tasks.
- Quality: Ensuring your work is to a high standard.
- Efficiency: Doing your job well, while minimizing waste (waste here can mean effort, wasted materials, etc.).

Get the balance right, and you have the holy trinity for productivity.





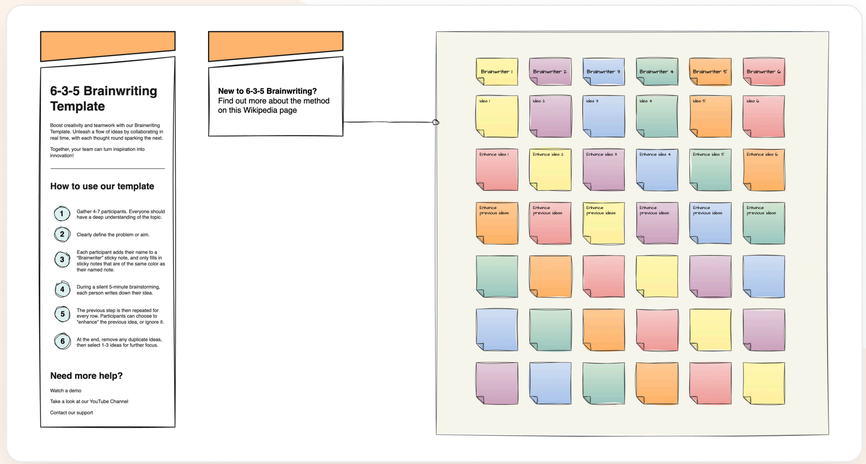
To explore these infographics in depth, see our blogpost, ***3 infographics to boost productivity***

Transform your brainstorming sessions with draw.io

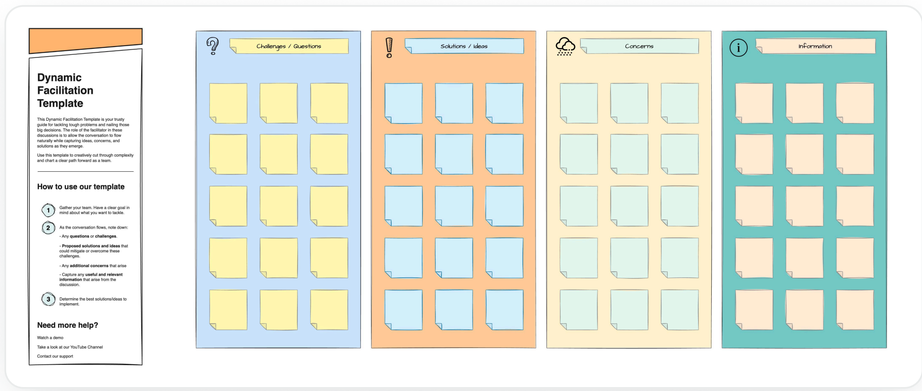
What's the key to capturing ideas and minimizing collaboration barriers, while inspiring a team's creative flow?

Answer: Turn your brainstorming sessions on their head! Here, we show you three novel approaches to the traditional brainstorming session, including:

6-3-5 Brainwriting: Brainwriting generates a whopping 108 ideas in 30 minutes, and works by having six participants collaboratively contribute three ideas per round for six rounds. It's an effective method because it's iterative: team members are inspired by one another, and build on each other's suggestions.



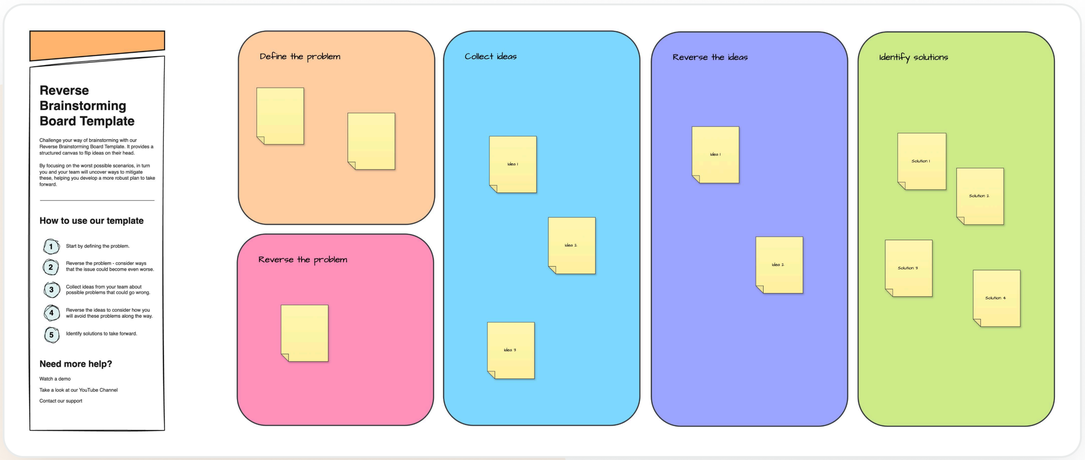
Dynamic facilitation: Rolls off the tongue, doesn't it? Maybe not, but it's a powerful tool nonetheless. Dynamic facilitation fosters productive small group discussions, enabling teams to tackle any issue. This visual process ensures all ideas are heard and categorized, empowering participants and promoting collaboration over conflict.



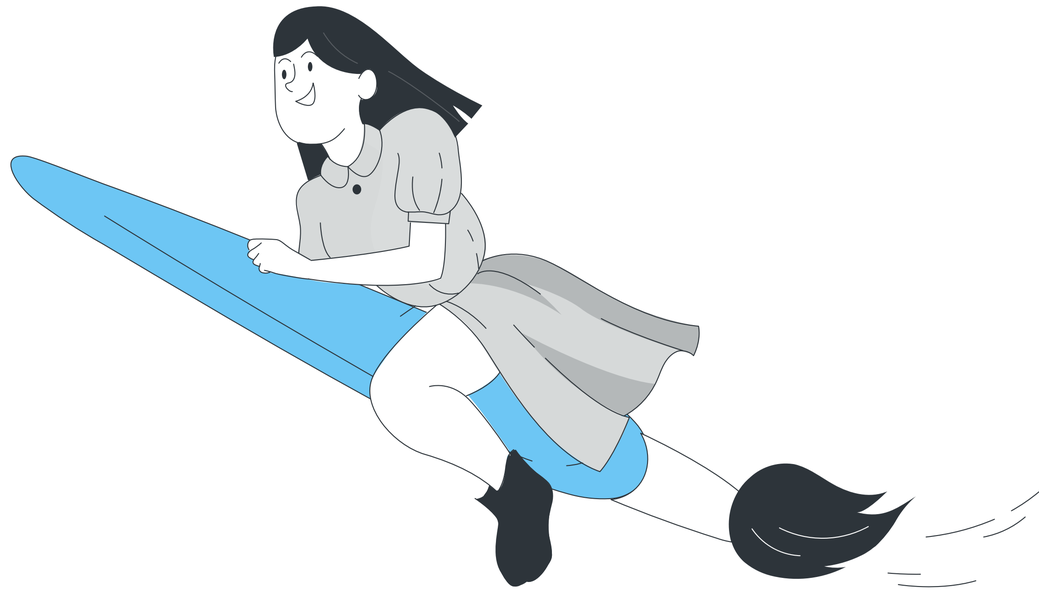
Transform your brainstorming sessions with draw.io

Reverse brainstorming board: Turn brainstorming on its head with this reverse brainstorming board. You start with a question that focuses on the problem rather than the solution, e.g.: “How can we ensure that our project deadlines are consistently missed?”

As your team comes up with a list of ways to make things worse, you’ll often uncover the underlying issue at the root of the problem. From there, you can collectively come up with an action plan to overcome or mitigate these challenges.



To find out more about these innovative ways of brainstorming, and for links to download the XML templates to use yourself, see: ***Transform your brainstorming sessions with draw.io***



4 decision-making diagrams for remote teams

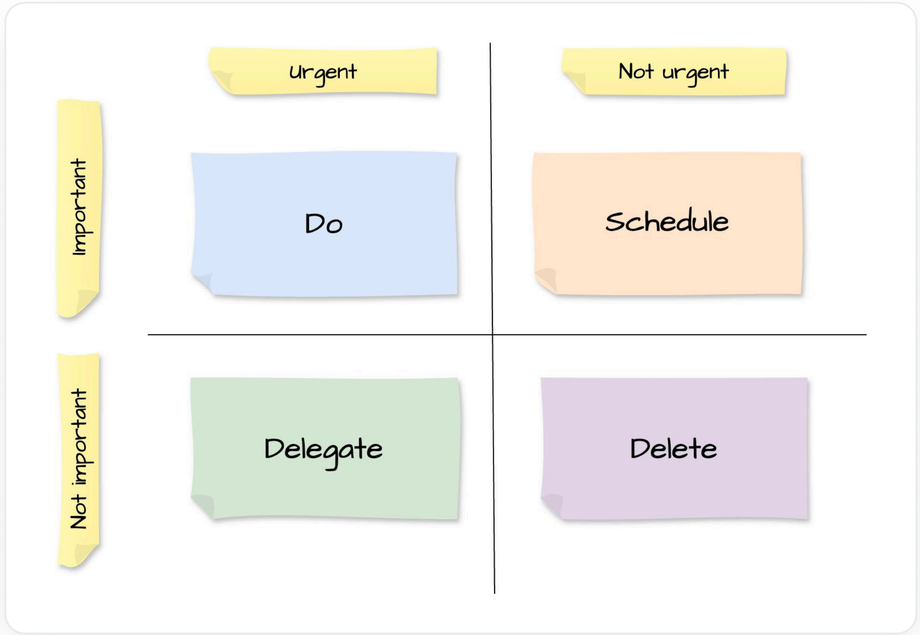
Are remote teams at an unfair disadvantage in the decision-making process, compared to in-person teams? We would argue that, with the right tools, decision making as a remote team can work extremely well, provided the right structure and processes are in place.

In this blogpost, we look at how diagrams can help teams make important decisions, no matter where they're based. These diagrams include:

RACI Chart: When kept up-to-date, RACI charts, (Responsible, Accountable, Consulted, and Informed) keep roles and responsibilities clear, while reducing back-and-forth discussions on who is responsible for what, and who does and doesn't need to be involved for a decision to be made.

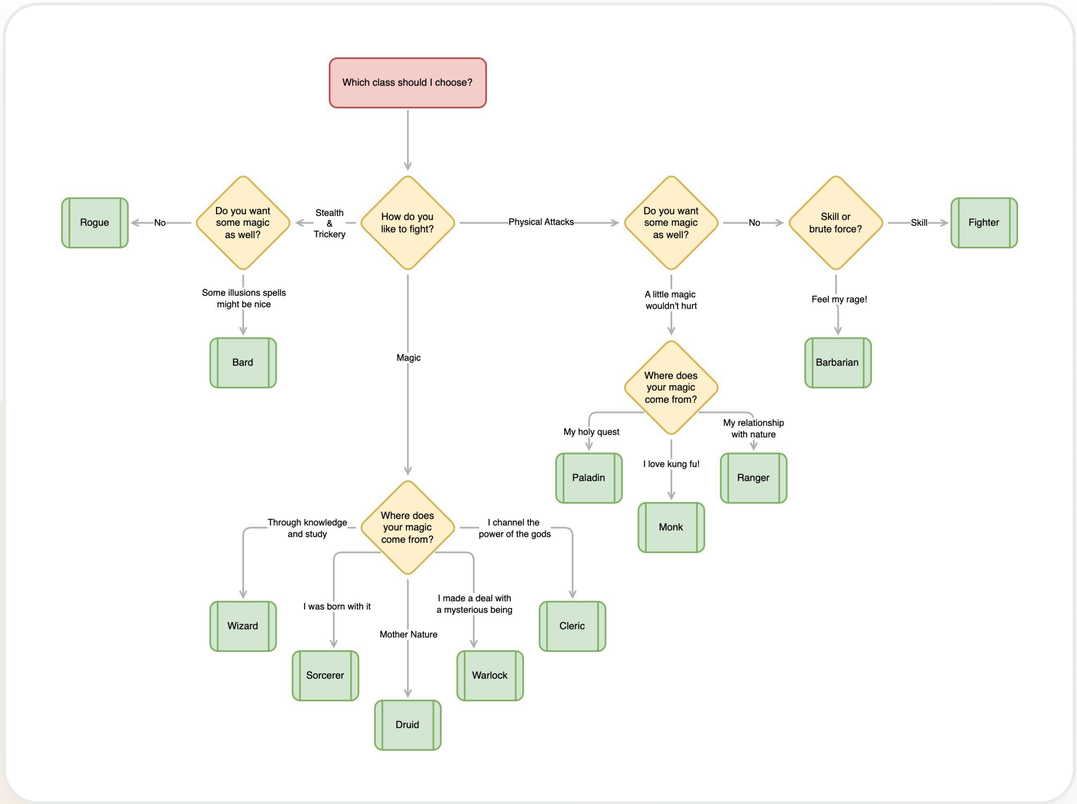
RACI Chart					
Task	Copywriter	Designer	PMM	Team Lead	Video Creator
Create graphics	C	R	C	I	C
Communicate with leadership	I	I	I	R	I
Tell product story to the market	C	C	R	I	C
Write blogposts	R	I	C	A	C
Monitor analytics	I	I	R	C	I
Edit videos	C	I	C	A	R
Get budget approval	I	I	C	R	I

Eisenhower Matrix: If you're getting déjà vu, it's because we covered the Eisenhower Matrix in our earlier blogpost, *"3 infographics to boost productivity"*. Here, we discuss its benefits for decision making - by categorizing your tasks in terms of urgency and importance, you can decide which task to tackle next in a logical, informed manner.

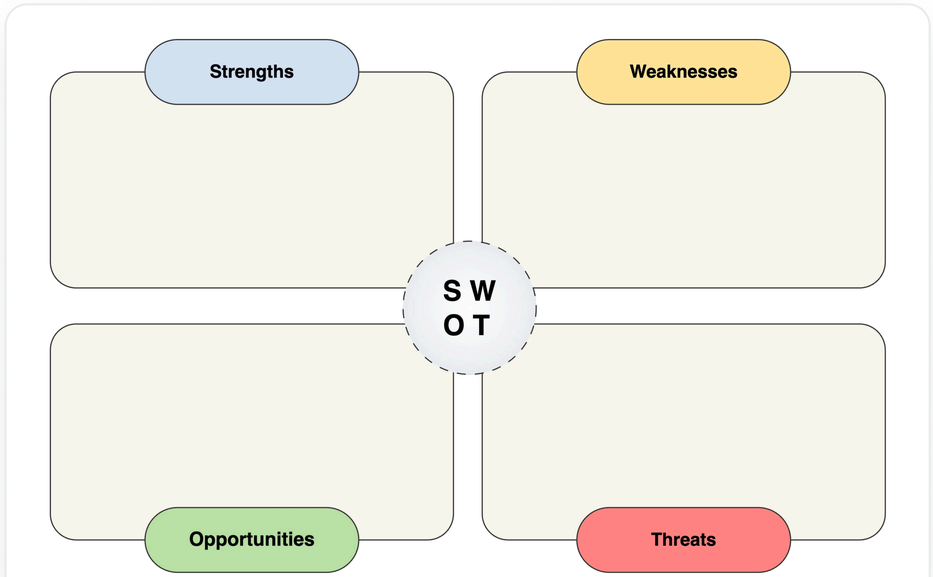


4 decision-making diagrams for remote teams

Decision tree: The clue is in the name - decision trees map out various courses of action and their potential outcomes, leading you to adopt a strategy which will most likely guarantee you reaching the desired result.



SWOT analysis: On the surface, this one might seem like a bit of a curve ball, however, SWOT analysis can help inform decisions in the early stages of a project. It helps you evaluate your business against competitors, identifying strengths, weaknesses, opportunities, and threats. Decision-wise, it can help you cultivate or cull your next project idea, or identify a gap in the market to be exploited.



For more information, see our blogpost, ***4 decision-making diagrams for remote teams***

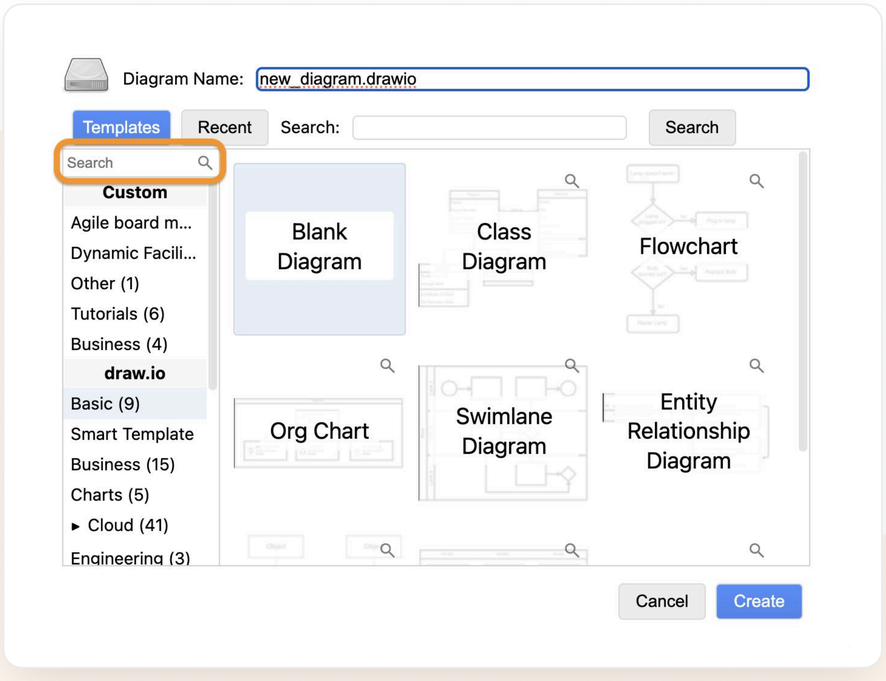
Time-saving tips for faster diagramming

Let's keep this one short and sweet. In this blogpost, we're looking at saving teams time and making every moment count. Our suggestions include:

1. Templates

Smart Templates: Use AI to generate a diagram according to your specific requirements.

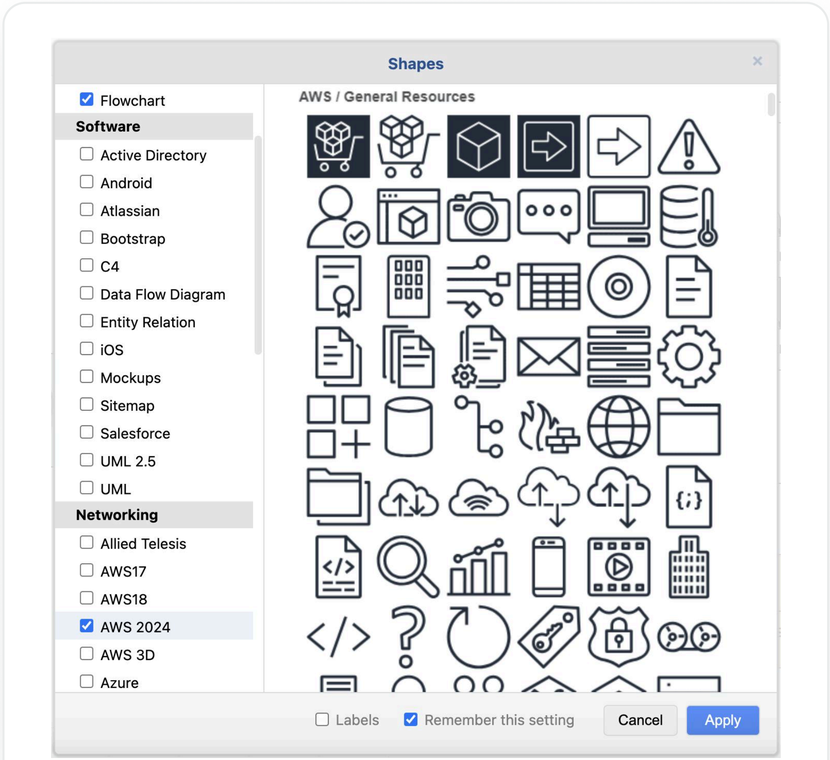
Standard templates: There are plenty to choose from in our standard library - use the search bar to find specific diagrams.



Custom templates: Create your own custom templates, and store these for you and your teams to use again and again.

2. Shape libraries

Here, we show where the *+More Shapes* libraries are located in the draw.io diagram and whiteboard editors.



Time-saving tips for faster diagramming

3. Keyboard shortcuts

There are shortcuts for most things in draw.io, for example to select only either vertices or edges of your diagram, or add links to shapes.

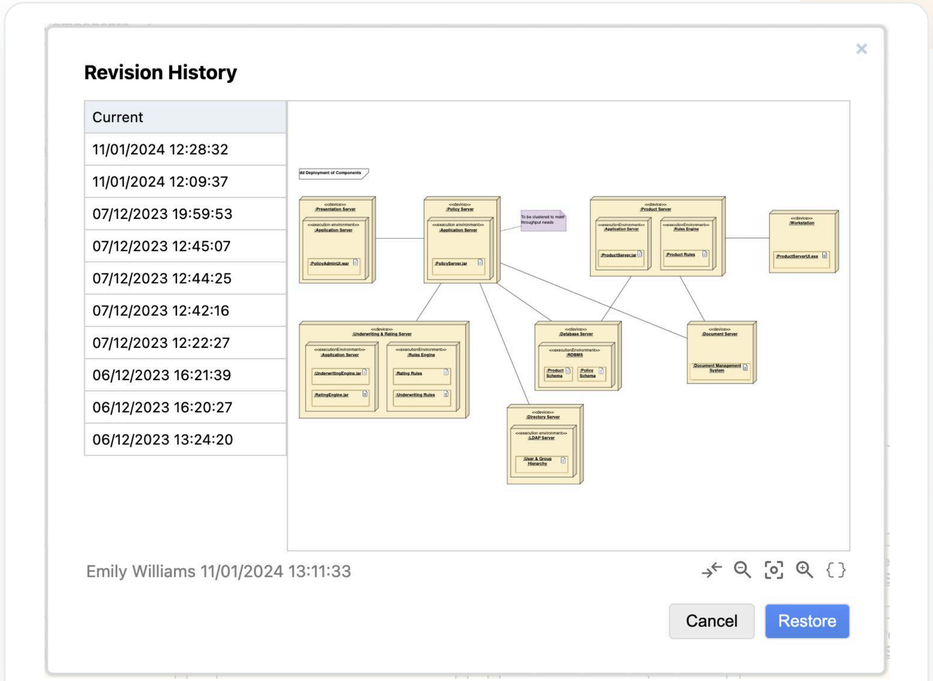
All these shortcuts and more can be found in our ***draw.io Shortcuts playlist***

4. Automatic layout and alignment tools

Quickly add groups of shapes, e.g. container shapes, and see how they adapt as you add more shapes within the container.

5. Revision history

View previous versions of a diagram, and revert changes where necessary. Revert changes on a diagram level by using draw.io's revision history, or on a Confluence page by using the "Restore" functionality in the version history.



Explore more here, ***Time-saving tips for faster diagramming***

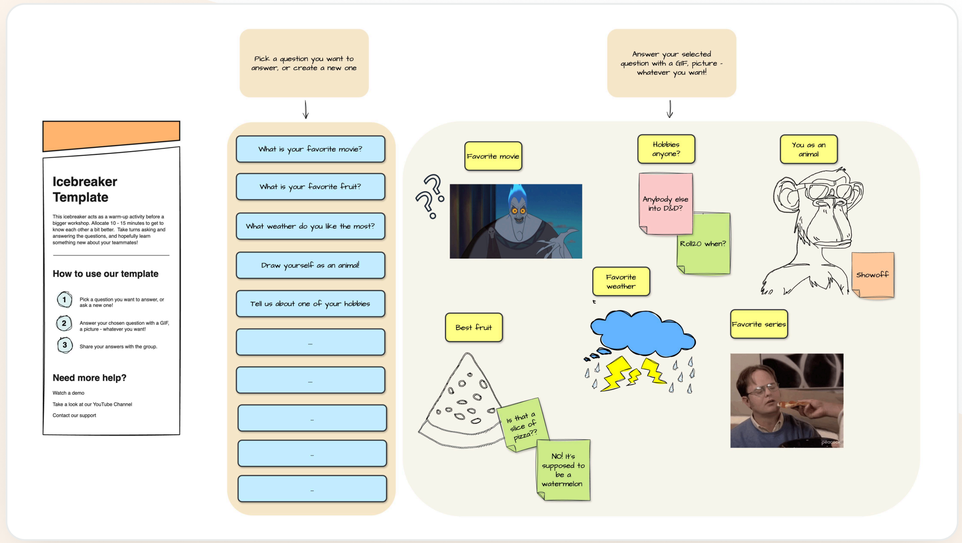


Fun diagrams to keep remote teams connected

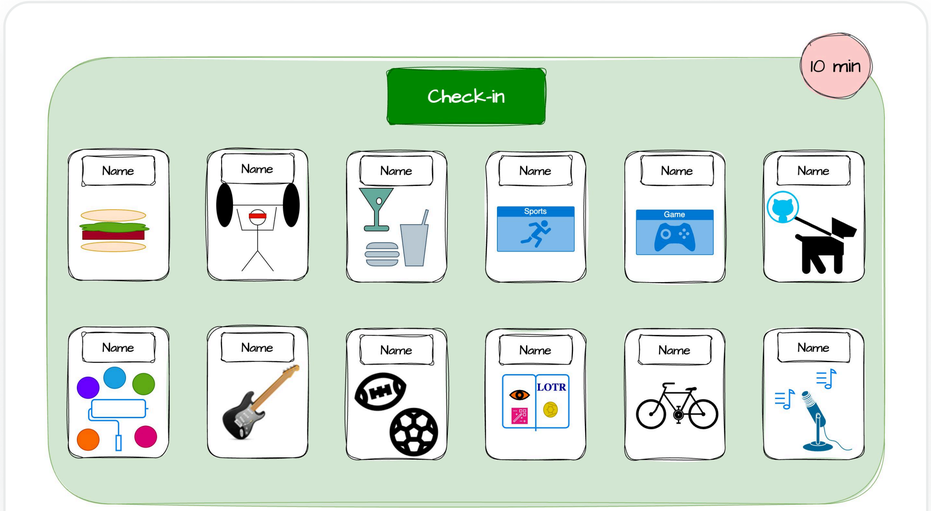
Time to grab a cuppa, and set aside some time for you and your teams to have some fun! This is important for team building, as it allows teammates to get to know each other. It can even increase employee retention and reduce the risk of burnout.

In this blogpost, we provide you with a number of templates for you to download, customize, and use with your teams:

Icebreaker template: Help your team get to know each other with this icebreaker activity. Use the template as is, or adapt it and add questions that would go down well with your team.



Warm up to stay in shape: A check-in activity devised by your very own Team draw.io! Inspired by our In-Shape Campaign, use draw.io shapes and icons to describe your favorite activities to stay in mental and physical shape. Can you guess which hobbies draw.io loves to use to stay in shape?



Fun diagrams to keep remote teams connected

Wall of Wins: A teammate completed a mammoth project, a social media post got tons of engagement, or you finally reached a new target audience in a new country. These are precious milestone moments you want to capture, preserve, and share with your team. Our Wall of Wins template allows you to do just that!



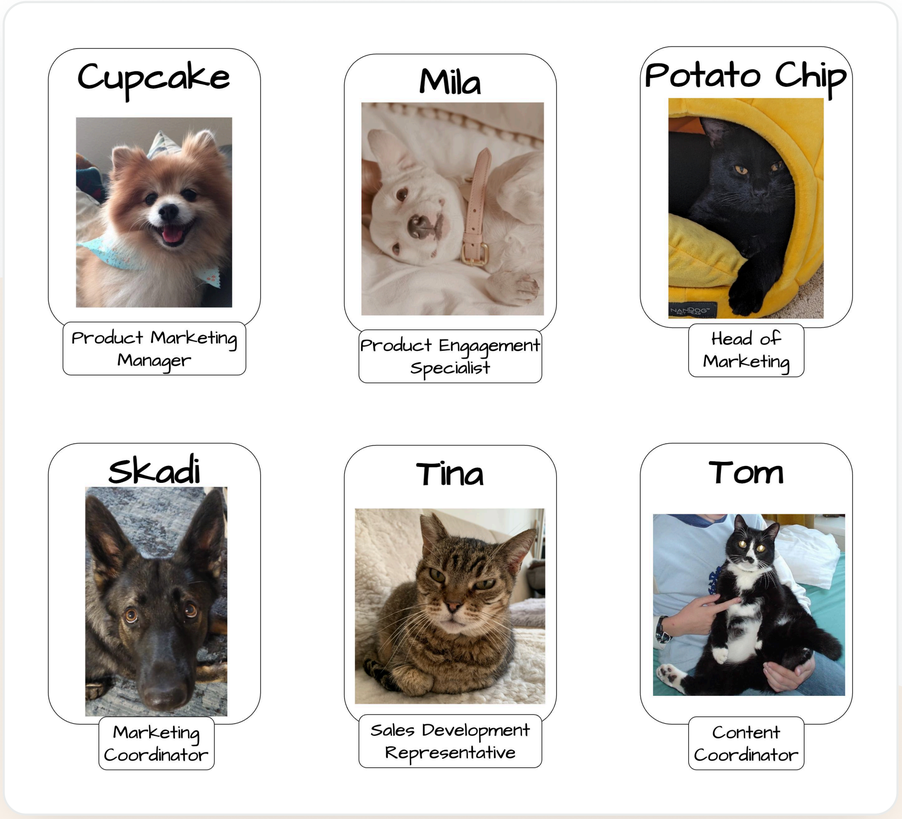
Team world map: Perfect for international teams out there. A world map brings you and team closer together. With draw.io in Confluence, you can even add a custom link for each teammate that directs to a webpage with their personal bio, for example.



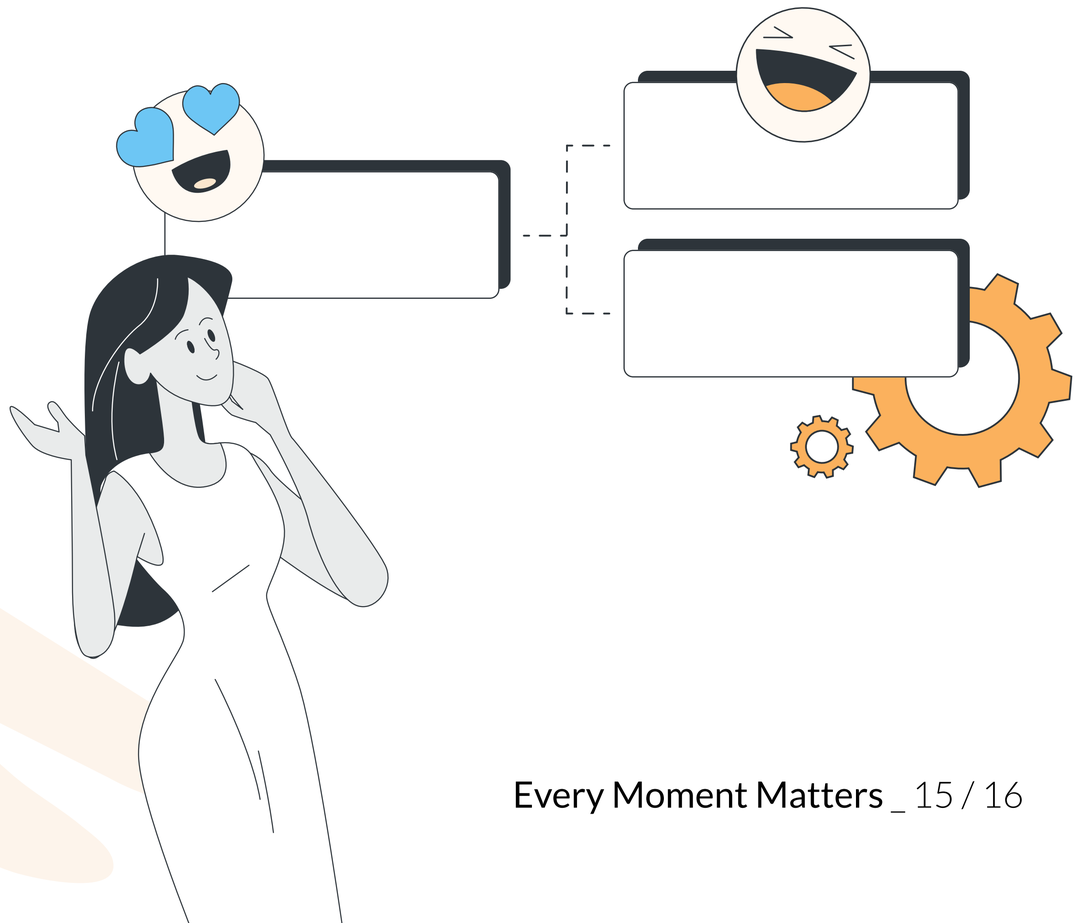


Fun diagrams to keep remote teams connected

Pet Portrait org chart: And last, but certainly not least, is our Pet Portrait org chart! All you need from your teammates is the name and their favorite pic of their pet. People love discussing their pets and sharing cute photos, so this is a great exercise in team bonding. Plus pics of cats, dogs, guinea pigs, etc. - What's not to love?



To read more and download our diagram templates, see ***Fun diagrams to keep remote teams connected***



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Making Every Moment Matter

We hope these diagram templates and tips inspire your teams to try out-of-the-box methods for brainstorming and decision making, help improve collaboration and efficiency, and, importantly, enjoy some downtime together. These tips and tricks apply whether you're working together in the office, remote, or somewhere in between.

Bring your team closer together, and make every moment matter!

If you are interested in seeing what draw.io can do for you and your teams, you can **try it for free for up to 10 users**.

To find out more about draw.io and stay up-to-date with the latest news, **access our linktr.ee** and give us a follow on social media.

Happy diagramming!

