

The Tools You Need to Create Efficient Teams

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Gimme



Gimme's Core Values

Fiercely driven to win

Problem solvers

Intrinsically motivated and relentless

Leaders and team players

Precise and focused

User empathetic

Experience Share

Not telling you what you should do, but sharing what I've done.

My goal:

Reduce your stress and improve your process, by
taking away **at least one tool** to implement for yourself or team.

No Stress

What to think about: how these examples may apply to you

What to note down: the tool / how you may implement a tool / questions

Get list of tools from me after:

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Fixing Detrimental Habits

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Problem: Average blood sugar level was too high.

Solution: Set a goal with purpose.

Tool: Accountability Partner



Fixing Detrimental Habits

Problem: Switch from pen needles to pump.

Solution: Schedule dedicated time to get project done.

Tool: Calendar



Fixing Detrimental Habits

Problem: New responsibilities demand tracking.

Solution: Set repetitive reminder.

Tool: Things



Improving Work Process

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Problem: Calls coming directly to us, skipping important people on their team.

Solution: Call/email/feedback support system.

Tools: Callrail + Zendesk + Typeform



Improving Work Process

Problem: Multiple systems to track history with customers.

Solution: Scalable, digital invoices/signatures tracked in total customer history.

Tools: Pipedrive + Square + DocuSign



Improving Work Process

Problem: Scheduling by email/verbal and forgetting to put on calendar.

Solution: Link to set time on calendar, preset with how to join call.

Tool: Calendly + Join.me



Strengthening Team Communication

Strengthening Team Communication

Problem: No place to maintain training materials for new team members.

Solution: Define safe, permanent place for resources.

Tool: Dropbox



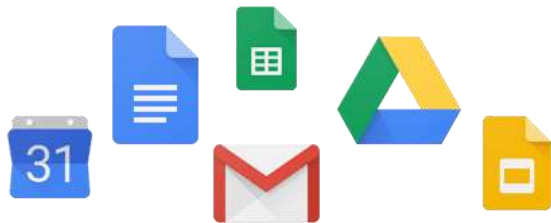
Dropbox

Strengthening Team Communication

Problem: No place to maintain active, changing metrics.

Solution: Define place for tracking and share with appropriate parties.

Tool: Google Suite



G Suite

Strengthening Team Communication

Problem: Team using wrong method of communication to convey messages.

Solution: Urgent/Important Matrix.

Tool: Call, Email, Text, Social Media



Other Useful Tools

Other Useful Tools

Problem: Too busy to solve problem which can be delegated to someone.

Solution: Find a way to quickly delegate without hiring, little knowledge required.

Tool: Fiverr



Other Useful Tools

Problem: Multiple systems to manage employees payroll and benefits.

Solution: Find HR software that brings it all to one platform.

Tool: Gusto



Other Useful Tools

Problem: Don't know word count, distracting workspace, constant typos.

Solution: Improve typing and grammar, in any workspace.

Tool: Grammarly



grammarly

Recap

Fixing Detrimental Habits

Accountability Partner, Calendar, Things

Improving Work Process

Callrail/Zendesk/Typeform, Pipedrive/Square/DocuSign, Calendly/Join.me

Strengthening Team Communication

Dropbox, Google Suite, Urgent/Important Matrix

NAMA Show App

Open the app.

Find this session on the schedule and tap its name.

Scroll to the bottom and tap “rate this session.”

Provide feedback.

Q&A



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Thank you NAMA!