



The Anywhere Office[®] Toolbox

Recommended Tools
and Services for
Remote, Mobile, and
Distributed Work

Work where and when you want;
no limitations, no boundaries.

YouCanWorkFromAnywhere.com

THE ANYWHERE OFFICE[®] TOOLBOX

You Can Conquer Common Remote Work Challenges with These Tools and Services

The benefits and flexibility of distributed project groups and virtual team work can seem completely out of reach when a simple task like scheduling a conference call or sharing a document becomes a source of damaging miscommunication and frustration. The resources introduced below address some of the fundamental struggles faced by virtual teams and remote workers.

We recommend these tools and services. Using them, in conjunction with research, planning, and training, you can bring the power of *The Anywhere Office*[®] to your business. These providers offer free or affordable solutions; most of the paid services have free trials, so we encourage you to explore them further.

Unchain yourself from the office; work where and when you want.

Time Zone Tools



Coordinating a virtual meeting or conference call across the country or the globe can be a constant challenge. Here are tools that can help:

Timeanddate.com - This website offers a host of time zone related tools including their very useful meeting planner.

Worldtimezone.com - World time zone maps with easy lookup.

[Fox Clocks](#) - An add-on for the Firefox browser that lets you keep an eye on the time around the world by putting small clocks in your status bar.

[Microsoft Time Zone Utility](#) - Runs in the system tray of your PC and allows you to view the date and time in locations around the world.

Virtual Team/Office Tools



This service, once installed on a PC, lets you control it remotely from any computer with web access. It is extremely easy to configure (you can be setup and using it within 5 minutes) and it even works well behind corporate firewalls without additional configuration. [Click here for more information and to sign up for a free, fully functional trial.](#)



Easily hold on-the-fly or scheduled presentations, perform live demos, and collaborate on documents in real time. Clients and co-workers don't need the application to view your files. Even files created with specialized applications, such as CAD drawings, are viewable. Train 10 or 10,000 people a month online with GoToMeeting. [Click here for more information and to sign up for a free Trial.](#)



Our recommendation for collaboration software is Central Desktop. If you want to create online workspaces to share files and documents, manage task lists, and engage in

group discussions then use the collaboration tool voted "Best of the Web" by Business Week. Organize team projects, share files, and meet online. [Follow this link to learn more and sign up for a free trial.](#)



Setting up a Regus office, meeting room or virtual office is fast, easy and affordable. Unlike traditionally leased office space, Regus offers a global network of fully equipped offices and meeting rooms providing businesses of all sizes and stages with exactly the space they need to succeed. Regus makes doing business simple with 950 professional offices, meeting rooms and virtual offices worldwide. [Check out a Regus virtual office today!](#)

Marketing/Automation Tools

AWEBER AUTORESPONDERS - Aweber is one of the most reliable, easiest, cost effective tools to capture visitor sign ups, send unlimited email follow ups, deliver newsletters, and increase your profits. [Find out how with unlimited autoresponders.](#)

KICKSTART CART - If you have products or services you want to sell online then you need a reliable shopping cart system. Kickstart Cart integrates everything you need to do business professionally over the Internet: an Internet merchant account, a payment gateway, a secure online order form, affiliate tracking, ad tracking, detailed reporting, and much, much more. It's perfect for selling shippable products, downloadable goods, or online services on a one-time or recurring basis. [Click here for more information and to sign up for an instant, risk free 30 Day Test Drive.](#)

I&I WEB HOSTING - No matter what type of internet marketing you will be doing it all starts with a reliable web host. We recommend I&I for your web hosting needs. We have many websites for our business, our information products, and our blogs and we host them all on I&I. They have very affordable rates and an easy to use administration control panel. [Click here for more information.](#)

AUDIO GENERATOR - This service makes it very easy for anyone to add audio to their website or emails. Improve your marketing with an audio message; perfect for welcome messages, sales pitches, or testimonials. [Click here for more information and to sign up for a free 21 day trial.](#)

INSTANT VIDEO GENERATOR - This is the fastest, easiest, most economical way to create professional streaming video clips for websites and email broadcasts. [Click here for more information and a free trial.](#)



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