

DIGITAL SKILLS

BEST DIGITAL TOOLS

PROGRAMME: ERASMUS+

KEY ACTION: PARTNERSHIPS FOR COOPERATION AND EXCHANGES OF PRACTICES

ACTION TYPE: SMALL-SCALE PARTNERSHIPS IN VOCATIONAL EDUCATION AND TRAINING

START: 03-04-2022 – END: 02-10-2023

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THERE ARE MANY EXCELLENT DIGITAL TOOLS AVAILABLE THAT CATER TO DIFFERENT NEEDS AND PURPOSES. HERE ARE SOME OF THE BEST DIGITAL TOOLS ACROSS VARIOUS CATEGORIES:

1. COMMUNICATION AND COLLABORATION:

- ▶▶ **SLACK:** A POPULAR MESSAGING AND COLLABORATION PLATFORM FOR TEAMS.
- ▶▶ **MICROSOFT TEAMS:** A COMPREHENSIVE COMMUNICATION AND COLLABORATION TOOL THAT INTEGRATES WITH OTHER MICROSOFT PRODUCTS.
- ▶▶ **ZOOM:** A WIDELY USED VIDEO CONFERENCING PLATFORM FOR ONLINE MEETINGS AND WEBINARS.
- ▶▶ **GOOGLE WORKSPACE (FORMERLY G SUITE):** A SUITE OF PRODUCTIVITY TOOLS, INCLUDING GMAIL, GOOGLE DRIVE, GOOGLE DOCS, AND MORE.

2. PROJECT MANAGEMENT:



- ▶ **TRELLO**: A FLEXIBLE PROJECT MANAGEMENT TOOL THAT USES BOARDS, LISTS, AND CARDS TO ORGANIZE TASKS AND WORKFLOWS.
- ▶ **ASANA**: A ROBUST PROJECT MANAGEMENT TOOL WITH FEATURES LIKE TASK ASSIGNMENT, TIMELINES, AND PROGRESS TRACKING.
- ▶ **JIRA**: A POWERFUL TOOL FOR SOFTWARE DEVELOPMENT AND AGILE PROJECT MANAGEMENT, COMMONLY USED BY DEVELOPMENT TEAMS.
- ▶ **MONDAY.COM**: A VISUALLY APPEALING PROJECT MANAGEMENT PLATFORM WITH CUSTOMIZABLE WORKFLOWS AND TEAM COLLABORATION FEATURES.

3. NOTE-TAKING AND DOCUMENTATION:

▶ **EVERNOTE**: A VERSATILE NOTE-TAKING APP THAT ALLOWS YOU TO CAPTURE IDEAS, ORGANIZE NOTES, AND SYNC ACROSS DEVICES.

▶ **NOTION**: A HIGHLY CUSTOMIZABLE TOOL FOR NOTE-TAKING, TASK MANAGEMENT, AND KNOWLEDGE ORGANIZATION.

▶ **GOOGLE KEEP**: A SIMPLE AND INTUITIVE NOTE-TAKING APP THAT SYNCES WITH GOOGLE WORKSPACE. MICROSOFT ONENOTE: A DIGITAL NOTEBOOK FOR CAPTURING AND ORGANIZING INFORMATION, AVAILABLE ACROSS PLATFORMS.



4. DESIGN AND CREATIVITY:



▶▶ **ADOBE CREATIVE CLOUD**: A SUITE OF INDUSTRY-STANDARD DESIGN AND CREATIVE TOOLS, INCLUDING PHOTOSHOP, ILLUSTRATOR, AND INDESIGN.

▶▶ **CANVA**: AN EASY-TO-USE GRAPHIC DESIGN PLATFORM WITH PRE-MADE TEMPLATES FOR SOCIAL MEDIA, PRESENTATIONS, AND MORE.

▶▶ **FIGMA**: A COLLABORATIVE INTERFACE DESIGN TOOL WITH REAL-TIME COLLABORATION FEATURES.

▶▶ **SKETCH**: A VECTOR-BASED DESIGN TOOL FOCUSED ON USER INTERFACE AND USER EXPERIENCE (UI/UX) DESIGN

5. TIME MANAGEMENT AND PRODUCTIVITY

▶ **RESCUETIME:** A TOOL THAT TRACKS YOUR DIGITAL ACTIVITIES AND PROVIDES INSIGHTS TO HELP YOU MANAGE TIME MORE EFFECTIVELY.

▶ **TODOIST:** A FEATURE-RICH TASK MANAGEMENT TOOL THAT HELPS YOU STAY ORGANIZED AND PRIORITIZE TASKS.

▶ **FOREST:** AN APP THAT GAMIFIES PRODUCTIVITY BY REWARDING FOCUSED WORK SESSIONS AND DISCOURAGING DISTRACTIONS.

▶ **POMODORO TIMER:** A TECHNIQUE THAT INVOLVES WORKING IN 25-MINUTE INTERVALS WITH SHORT BREAKS IN BETWEEN, OFTEN FACILITATED BY VARIOUS APPS AND TIMERS.



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