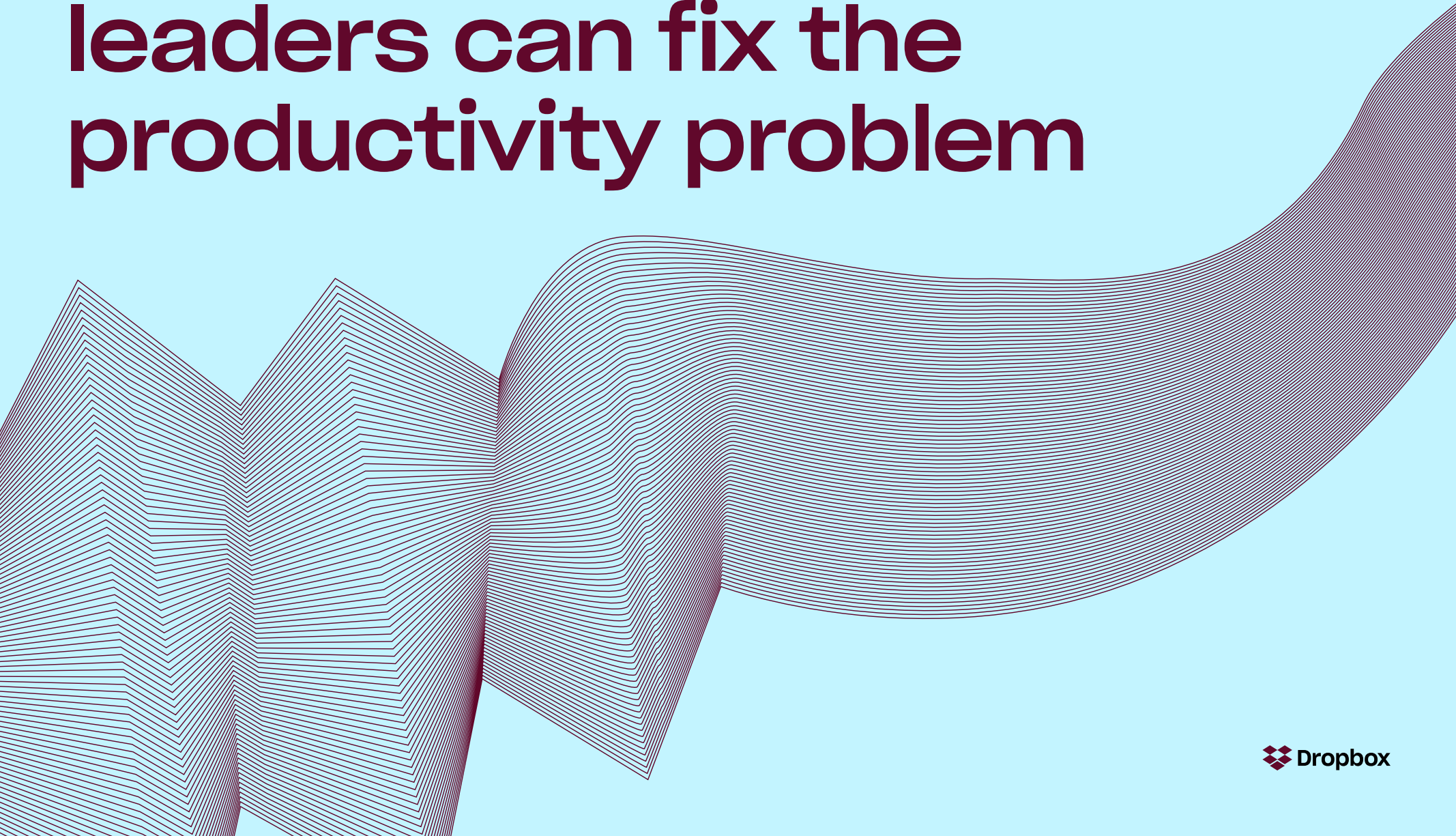


# From friction to flow: 9 ways business leaders can fix the productivity problem



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**There's no question technology has revolutionized the way we work, and mostly for the better.**

But, despite these extraordinary shifts, productivity growth is actually slowing down at work.

Why? Because the explosion of digital tools is complicating workflows - not simplifying them - forcing you and your teams to switch between as many as 35 apps a day at work.

Think we're exaggerating? Well, if any of these scenarios sound familiar then you're already the victim of the broken workplace:

- Sitting down to start work on a project only to receive a sea of emails and notifications from various tools pulling you in many different directions. Guess there's always tomorrow, right?
- Scrolling through a cluttered and confusing email thread which still doesn't give you the approvals or input you need. Hello again, final\_final.png
- Opening your laptop on an airplane or train, ready to work, only to discover your files can't be accessed offline. At least there are free snacks.

At Dropbox, we understand the impact broken workflows have on you, your teams, and the business. That's why we've launched the smart workspace - a digital environment that brings all of a team's content together with the tools and applications they love, helping users quickly cut through the clutter and surface what matters most.

In this guide, we'll break down the top collaboration challenges facing businesses like yours and offer advice on how our smart workspace can help you improve productivity; enabling you and your teams to stay focused on the work that matters.

**Let's get started!**

# Tip #1

## Work without WiFi



Can't get a signal on the train or in the coffee shop? There's nothing more frustrating than rolling up your sleeves to get some work done and discovering your wifi connection has disappeared. Whether you're a construction site manager working underground, or on the train needing to preview and sign off a document, stay in flow with Dropbox's offline file access feature.

### Access your offline folders, too

You and your teams can access files anytime and anywhere you need them—no wifi connection required. Just mark the files or folders you want to access offline and they'll sync automatically behind the scenes. You can even mark files for offline access on your mobile devices.

### No wifi, no worries

Whether you're on the road or the office internet suddenly drops out—your folders are always within reach with Dropbox Business' offline access on desktop and mobile.

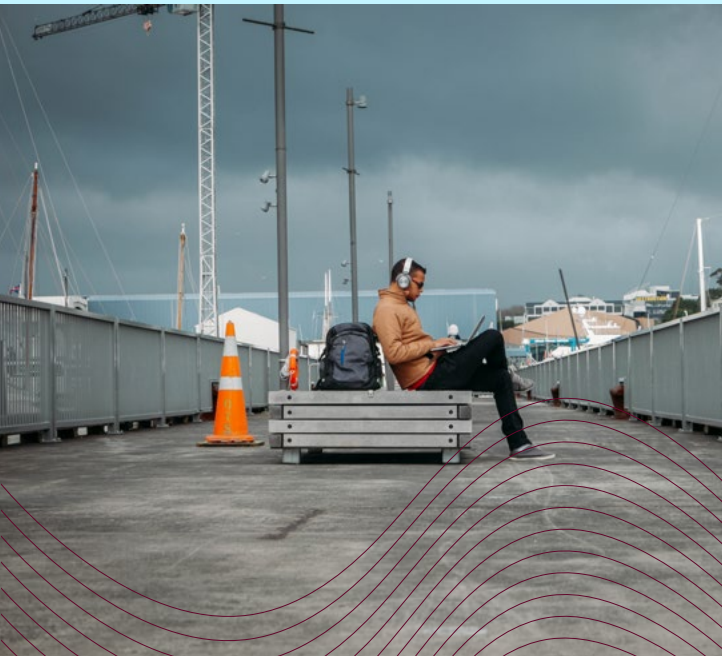
"The ability to work offline makes Dropbox Business one of my best friends. Everything goes straight onto my computer, is backed up in the cloud, and I can use it on the plane, at the airport, wherever—no internet required."

**Nic Robertson**, Managing Director, Bonsey Jaden



# Tip #2

## Preview hundreds of file types



You've just received an AutoCAD file from your client, except you can't open it because you don't have the right software installed. Instead of trying to convert the file or going on a wild goose chase to download the missing program or app, imagine being able to preview it with a single click.

### **Instantly preview files, no software needed**

The previews feature lets you or your file recipients view hundreds of types of files—including Photoshop, Excel, and Sketch files—without specialized software. You can even preview MXF videos, EPUB, CAD, and ZIP files without having to open them.

“This is great for our business. We frequently receive large numbers of CAD files and are tasked with sorting through those and figuring out which we truly need. Previously, we had to use AutoCAD to convert every file because we had no way to preview them right off the bat.”

**Dana Hagar**, Director of Customer Success Operations, Social Tables

# Tip #3

## View everything in a single workspace



Tired of wasting your working day jumping between and trying to organize group chats, tools and comments across multiple apps. Fortunately, there's a better way to gather questions, tasks, and project feedback in a single location—regardless of whether you're having a conversation on Slack, being assigned a task in a Google Doc, or being invited to a Dropbox Paper doc for final review.

The Dropbox smart workspace helps you and your teams organize your work in a single location, so you can prioritize tasks and focus on the work that matters most:

**Bring your content together:** Now your PowerPoints and PDFs can live next to your Google Docs and Airtables. Whether you're working from files on your desktop, on the browser, or in the cloud, the Dropbox smart workspace allows you to see all your projects and day to day content in a single space

**Bring your tools together:** Whether you're using Slack, Zoom, Atlassian, Google, Microsoft Office 365 or HelloSign, the smart workspace brings comments and notifications together so you can get a single view of actions and to do's to prioritize your workload

**Bring your teams together:** Eliminate silos and transform how teams work together by giving your teams access to all project content, updates and real time feedback in the Dropbox smart workspace

"It never ceases to amaze how Dropbox continues to find areas to evolve the product and improve how we work. The new Dropbox is a huge leap forward and brings features scattered across the web directly to the desktop experience. Enabling our employees at Dentsu Aegis Network to use the tools they want, like Office 365, directly from Dropbox is a massive win."

**Paul Timmins**, CIO, Dentsu Aegis Network

# Tip #4

## Anywhere, anytime file sharing



Do you need to share large files with your teams, then collaborate on these files with your clients? Perhaps you're working on a project and need to share videos, design files, or presentations with a supplier or colleague in a different office. As you've probably discovered, trying to send large attachments through email is generally a no-go proposition.

### No more file size restrictions

It's easy to share files of any size or format. Just create a shared link to your file or folder, then share that link into a chat, Slack message, or Zoom call - all done without having to leave the Dropbox smart workspace. Your recipient can then preview, or download the file, even if they don't have a Dropbox account. And, if they do, the process is even easier; giving them complete visibility and control over how they access, use and edit the file.

### Streamline content collaboration

Once you've shared your content with internal and external teams, Dropbox Business and Dropbox Paper are the perfect tools to edit this content, in real-time, regardless of location. By simply sharing a link, everyone on your team - and contractors you authorize to have access - can edit and comment on the file to speed up the sign off process.

"We exchange a lot of large files, which was always an issue for us in the past. With Dropbox Business we don't have to worry about zipping files or cramming them into emails. We can send a link, preview the content, and only have to download the file if we want to."

**Adrian DiTonto**, National Retail Operations Manager,  
Ben & Jerry's Australia

# Tip #5

## Connect global teams



Work is becoming increasingly global, as the lines between departments and projects become increasingly blurred. Whether it's a new transformation project or a global initiative drawing upon the expertise of your highly skilled knowledge workers based around the world, Dropbox makes it easy to connect.

### Breaking down geographical barriers

The Dropbox smart workspace integrates with core collaboration tools like Zoom and Slack, making it as simple as clicking a button to spin up a video conference or start a group conversation around a particular piece of content.

Centralize your innovation and development process in one digital space and make it easy for your teams to come together from all over the world to work together.

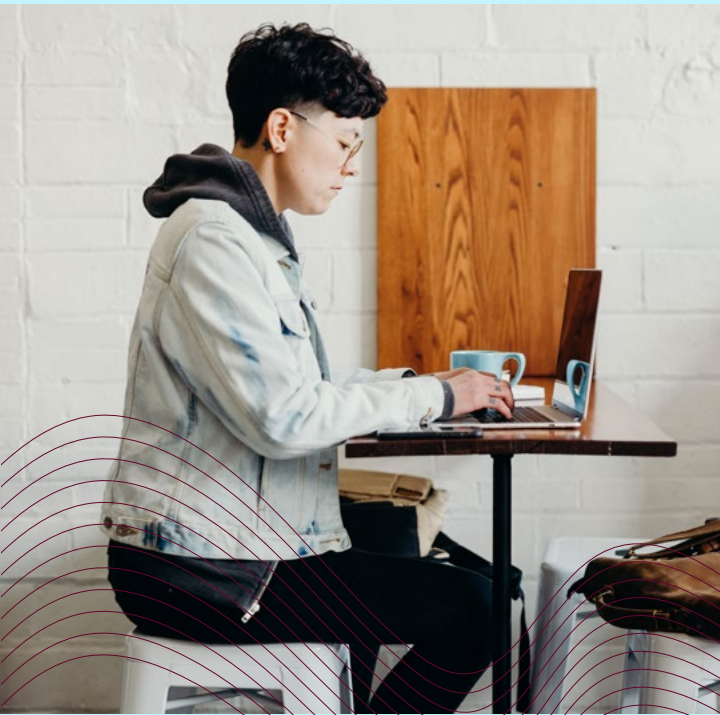
“Now, because everything happens in Dropbox, people can contribute directly to projects regardless of where they are, what time it is, or what device they are on, saving valuable time. This functionality means we can shave weeks off development time.”

**Peter Jensen**, Chief Digital & Innovation Officer, Moleskine



# Tip #6

## Prevent version control mix-ups



With digital technology enabling a more global working culture, likelihood is you need colleagues or contractors in a different office, country or region to review and provide input of your work! Managing version control can be a headache, especially when there are multiple people editing the same document or file.

### Eliminate confusion with the badge

With the Dropbox badge, it's easy to see who's collaborating with you. Get alerts if people are viewing or editing a Microsoft Word, PowerPoint, or Excel file saved in shared folders, and update to the latest version with a single click. Thanks to the built-in version history and backup features, you'll have peace of mind that you'll never lose your work, or spend unnecessary time duplicating it.

"I love the Dropbox badge. We work from a shared folder and we can see when somebody else is modifying it, when it's locked, when they have a new version up. And it's just made working with remote employees really, really slick."

**Nick Ward**, Vice President, Digital Channels,  
Children's Miracle Network Hospitals

# Tip #7

## Bypass hard drive space limits



Whether you're creating a deck, saving a video, or developing a plan for next quarter, your creative flow is interrupted if you run out of hard drive space. Luckily with Dropbox Smart Sync, you no longer have to play musical chairs with your files and folders to free up space.

### Don't sacrifice your files for space

With Smart Sync, reclaiming space is easy. Simply choose which files you want to store locally on your device, and keep the rest in your online account. You can still view and instantly access every file or folder you've created, without sacrificing a space on your hard drive.

"Dropbox Smart Sync has been a savior. We just have so much content, that simple change on Dropbox's platform was exactly what we needed to create some resemblance of a traditional file server."

**David Richardson**, IT Manager, Lonely Planet

# Tip #8

## Digitize the signature process



Great ideas can strike at any time. And whether you need a signature for budget approval, are waiting for a new employee contract to be signed or need that all-important customer advocacy countersignature, this process shouldn't hold up creative inspiration.

### Get rid of the pen and paper

For too long businesses have been beholden to a signature on a physical piece of paper or contract in order to kick projects off, take on a new team member or work with customers on testimonial efforts. This manual process is prone to human error and slows down other business processes, which are now predominantly digital.

Using eSignature tools, forms, contracts, permissions and POs can be signed off in lightning speed. And, with Dropbox and HelloSign now working seamlessly together, you have access to an end-to-end solution for creating, distributing, signing, and ultimately storing your legally secure documents, which is drastically speeding up the turnaround time for processing.

# Tip #9

## Create a universal structure for files and content



Requesting and gathering files shouldn't require a Ph.D. in folder management. No matter where your collaborators live and work or what platform they choose to use—it's simple to get everyone on the same page.

### **Collaborate at lightning speed**

With Dropbox file requests, it's easy to gather files from anyone in the world, whether or not they have an account. File requests organize your files—from project plans and proposals all the way through to —into a single folder in your account.

### **Bring all your content together into one platform**

Dropbox Spaces brings all your cloud content and local files together. With Spaces, you have new ways to access everything you need from one central space, helping keep teams aligned and enabling you to collaborate in real time.

"File requests have provided a very fast and simple way of collecting large amounts of data from my collaborators, who are located around the world. Using a file request removes any concerns I might have with file sizes or storage quotas, and enables me to get the data I need without much thought or coordination."

**Dr. Min Shin**, Professor and Assistant Dean,  
Computer Science, UNC Charlotte



With Dropbox, fixing the broken workplace for you and your teams is possible. Don't spend hours or days mastering the art of file sharing and folder organization.

Overcome 'work about work' and bring your tools, content and teams together so you can stay focused on the work that has business impact.

For more information on how Dropbox Business can help your teams stay in sync:

**Talk to our team or visit:**  
**[dropbox.com/smart-workspace](https://dropbox.com/smart-workspace)**