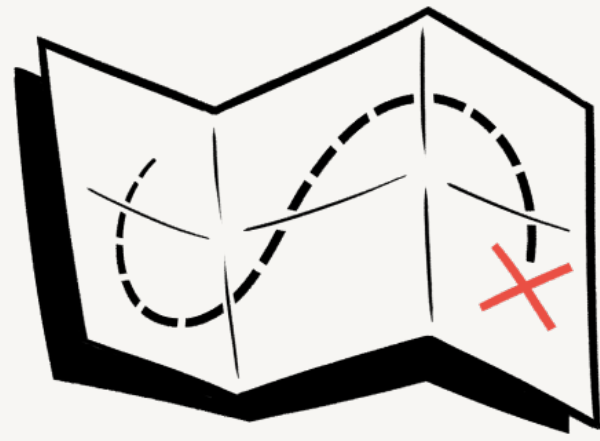**Notion**

5 tips to work smarter, and ship faster.

Picture this: you're racing towards the deadline to launch those new product features your team committed to earlier this quarter. Your browser is overloaded with too many tabs open, you can't locate that document you're supposed to be updating in the company's knowledge base - and you're trying to communicate with your team in one system, while updating your project tracker in another.

If you've ever felt like this, you're not alone. In fact, product managers report spending **over 52%** of their time on "firefighting" activities alone. That's a staggering amount of time that could be used more efficiently!

Collaborating effectively with cross-functional teams is always challenging, but here are five practical tips that can help streamline your team's collaboration, to help you work faster and more effectively.

Tip #1: Create a centralized hub

Think of your digital workspace as your team's mission control. Having a single place where you can manage projects, track tasks, and collaborate effortlessly is a game-changer. Forget the tool-juggling act and information hunting – centralize your workspace to boost productivity and make decisions smoother, all while keeping it tailored to your engineering, product, or design team's unique needs.

Tip #2: Tailor workflows to fit

Your team's projects are unique, and your workflows should reflect that. Whether it's sprint planning, user research, or UI design, customize your workflows with databases, templates, and pages tailored to match your project's specific requirements. Here's how to do it:

- **Divide and conquer** — Start by breaking down your project into phases, like planning, research, design, development, and testing. Each phase has its own unique tasks and goals.

- **Pick the right tools** — Choose the tools and platforms that best suit each phase. Need to plan and collaborate? Connected workspaces like Notion have your back. For the design phase, tools like Figma work like a charm.

- **Templates for the win** — Develop templates for different tasks within each phase. Whether it's user research or something else, having templates with sections for objectives, methods, findings, and action items can be a lifesaver.

- **Milestones matter** — Define key milestones within each phase to keep tabs on progress. This helps ensure tasks stay on track and get done on time.

- **Collaboration rules** — Lay out clear collaboration guidelines. Who's in charge of what? How should information flow between team members? Having these guidelines in place keeps things smooth.

- **Regular check-ins** — As your project moves forward, don't forget to review your workflows. Look for bottlenecks or areas that could be streamlined, and make the necessary tweaks.

- **Team feedback** — Your team members are a goldmine of insights. Encourage them to share feedback on the workflow. They might have brilliant ideas to boost efficiency.

Tip #3: Embrace seamless collaboration

Invest in collaborative tools and workspaces that allow you to share project-related documents, memos, and company goals. The beauty of it? You get to sort them however you like, whether it's by recency or team-specific items. Workspaces also give you access to company-wide and team-specific meeting notes, neatly stored and categorized with handy tags. Features like real-time editing and commenting make dynamic collaboration a breeze, ensuring everyone is on the same page. This means you can effortlessly stay in the loop about what your team is up to.

Tip #4: Harness the art of organization

Organization is your trusty sidekick in the quest for productivity. Good organization prevents important tasks from slipping through the cracks and ensures that essential information is always within reach, empowering you to deliver exceptional results.

Make the most of organizational tools like kanban boards, calendars, tables, wikis, and lists to structure your projects. Prioritize tasks, monitor progress, and meet deadlines with precision.

Tip #5: Choose a tool that gives you anytime, anywhere access
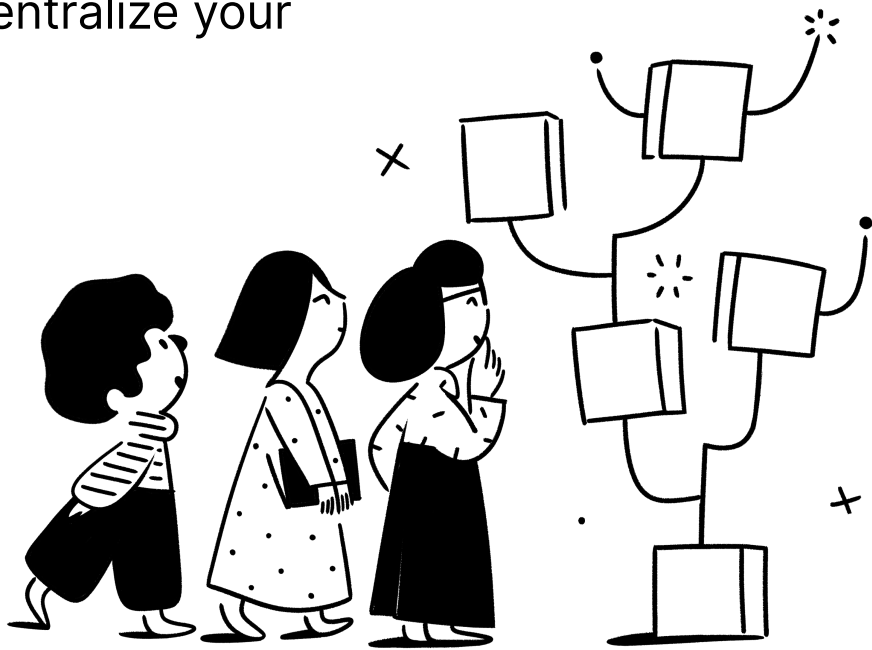
Incorporate flexibility efficiency into your team's workflow. Ensure your team can access your workspace from anywhere, on any device. This flexibility allows you to work on your terms, whether you're in the office, on the move, or collaborating remotely. Seamless synchronization across devices keeps you up to date, providing the flexibility needed to adapt your work style and maintain control over your projects.

Bonus Tip: Cultivate psychological safety

Creating a psychologically safe environment is crucial for effective collaboration. Encourage open communication, where team members feel comfortable sharing ideas and concerns. Recognize the diverse strengths and weaknesses of product managers, developers, and designers, and celebrate the contributions of each discipline. This inclusive atmosphere fosters trust, sparks innovation, and helps your team thrive.

Unlock Your Team's Potential with a Connected Workspace Tool

To bring these tips to life, you can harness the capabilities of a connected workspace tool like Notion. Notion provides the tools you need to centralize your workspace, customize workflows for every team, encourage effortless collaboration, master organization, and ensure anytime, anywhere access. Its flexibility and customization options make it an excellent choice for engineering, product, and design teams looking to streamline their work processes and achieve remarkable results. With Notion, you'll have the power to supercharge your teamwork and propel your projects towards success, all while maintaining control and flexibility in today's dynamic work environment.