

## Addressing *Tool Overload* Starts with Asking Yourself: “What’s the Problem I’m Trying to Solve?”

**How do I pick between two (or more) apps/tools? How do I know which one is right to use, and when?**



Less is more – when you don’t give your employees too many options, you can avoid “analysis paralysis”.



Set standards and maintain consistency within your business that will help to reduce confusion among your team members. I.e. if Teams is your collaboration tool, then use Teams.



Make sure your solutions are integrated, so that you can get a 1+1=3 value effect. A well-integrated solution or platform leads to higher value.

**None of the tools I have are able to do what I need it to do... how do I pick something new?**



Only deviate from internal tools when there is a **specific need or use case** that is **not** being addressed by a tool you’ve already purchased.



Invest in tools that integrate as much as possible with the existing tools you already have. This will help you build an ecosystem of applications inside of your business.



When you do purchase a new tool, set standards and maintain consistency within your organization for when and how to use it.