

COMMUNICATION/COLLABORATION TOOL

Work

Home

Daily

1.	
2.	
3.	
4.	
5.	

Weekly

1.	
2.	
3.	
4.	
5.	

Monthly

1.	
2.	
3.	
4.	
5.	

Annually

1.	
2.	
3.	
4.	
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