



NEWSLETTER

April Issue

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ABSTRACT

Welcome, welcome, welcome to the Address newsletter! We're so glad you're here, whether you're a seasoned pro or a newbie who's just discovered us. Consider yourself part of the Address family, and get ready for a wild ride!

In this edition, we're bringing you all the latest news and updates from our ever-evolving universe. From thrilling new initiatives to major milestones, we've got it all covered.

Speaking of initiatives, we're excited to announce our newest venture - design as a service! We designed a 25,200 sq ft office space for our first client, Vivo, that has been blown away by the quality of work and service we provide, and we can't wait to see where this takes us.

But that's not all - we recently celebrated International Women's Day in style, with a fun t-shirt painting event that honored and celebrated all women. And of course, we couldn't forget our fifth foundation day, a testament to the hard work and dedication of our incredible community.

And just when we thought things couldn't get any better, we took a much-needed break with an office retreat that left us feeling refreshed and inspired. We're ready to take on the world and all its challenges!

So sit back, relax, and get ready for all the juicy details and insider scoop from the Address universe. We promise you won't be disappointed - and as always, we welcome your feedback and suggestions.

Thank you for being a part of the Address community, and we can't wait to see what the future holds!

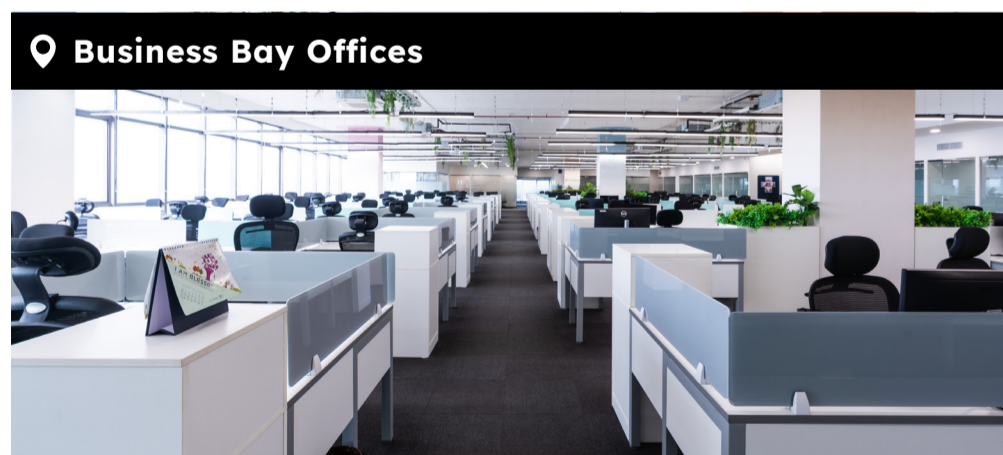
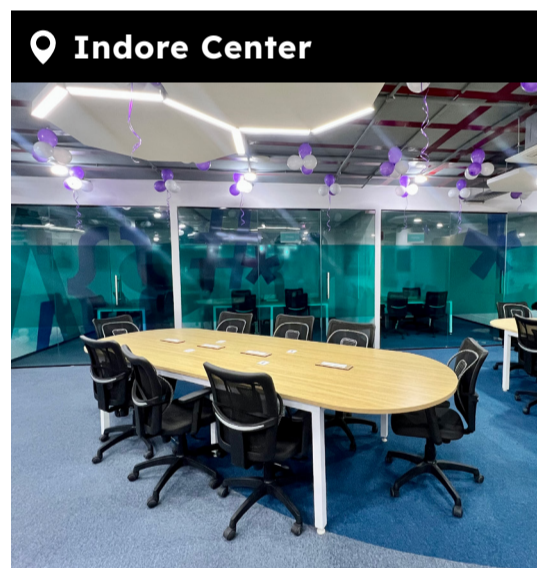
5th Foundation Day of The Address



The Address turned 5 on the 22nd Of Jan, 2023!

It is with immense gratitude that we celebrate this milestone - especially because the future of co-working looks extremely promising. With a community of more than **6000 members** across India, The Address continues to be the frontrunner in providing coworking, managed, and office space services.

As we reflect on these five glorious years, we would like to dedicate this to our Founder and CEO, Yash Shah the man behind the inception of The Address. Yash started the company with just one floor in Ahmedabad and has now grown to have offices across India - **Ahmedabad, Baroda, Surat, and Indore.**



To all our esteemed community members, friends, family and more - thank you for your continued commitment. Together, we've devoured each victory and our story of growth and triumph has been undoubtedly written together. It is our honor to have your trust since day one, and we will continue to work tirelessly to earn it for years to come.

2023, The year of big achievements.

Happy 5th Foundation Day. To many more years.

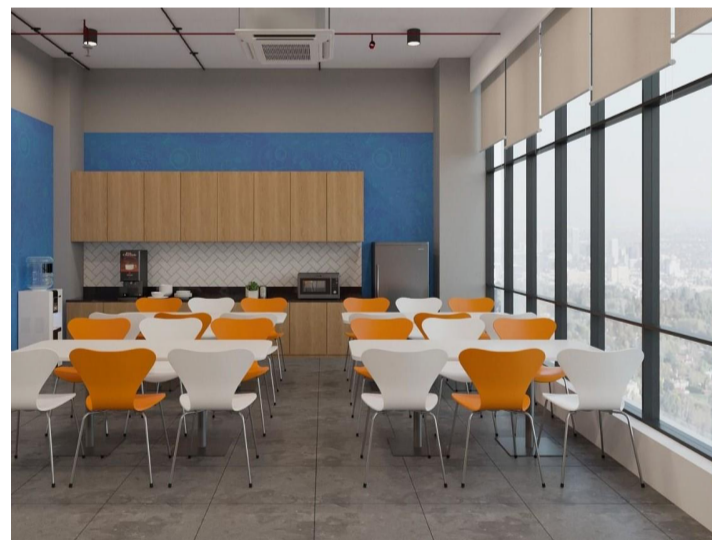
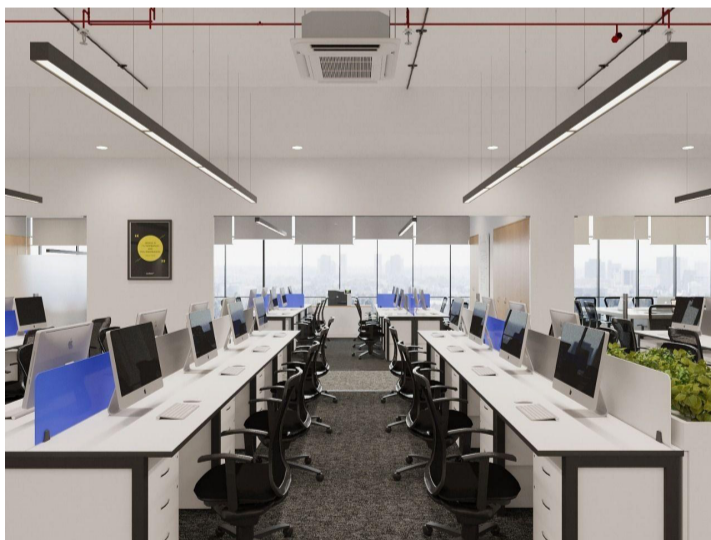
Design As A Service: **Vivo**



vivo

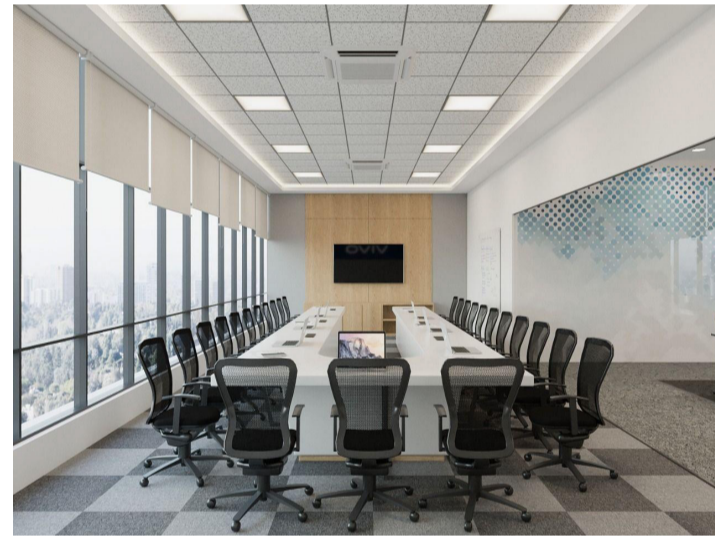
The Address, is a tech-enabled, tier 2 co-working, managed and serviced office space provider that has truly mastered the art of interior design through its Design as a Service - DaaS. While you may already know about our exceptional co-working spaces, it's worth noting that we offer a host of other services as well. Our DaaS offering is the perfect example of our expertise in interior design, which we have honed over years of planning and building premium residential and commercial properties. We have helped countless clients visualize, design, and execute their dream projects.

One of our latest endeavors was designing an office space for the renowned company, Vivo. As a global leader in innovative smartphones and accessories, Vivo deserved nothing but the best. We rose to the occasion and designed a 25,200 sq ft office space that was nothing short of exceptional.



The office was designed with ergonomic, trendy, and luxurious furniture that exuded a simple yet aesthetic charm. Every element was carefully curated to create a space that inspires productivity and creativity while offering the utmost comfort and style.

Our vision is to revolutionize the DaaS space by designing many more such exceptional office spaces. We believe that great design can transform the way we work and live, and we are committed to making that happen for our clients.

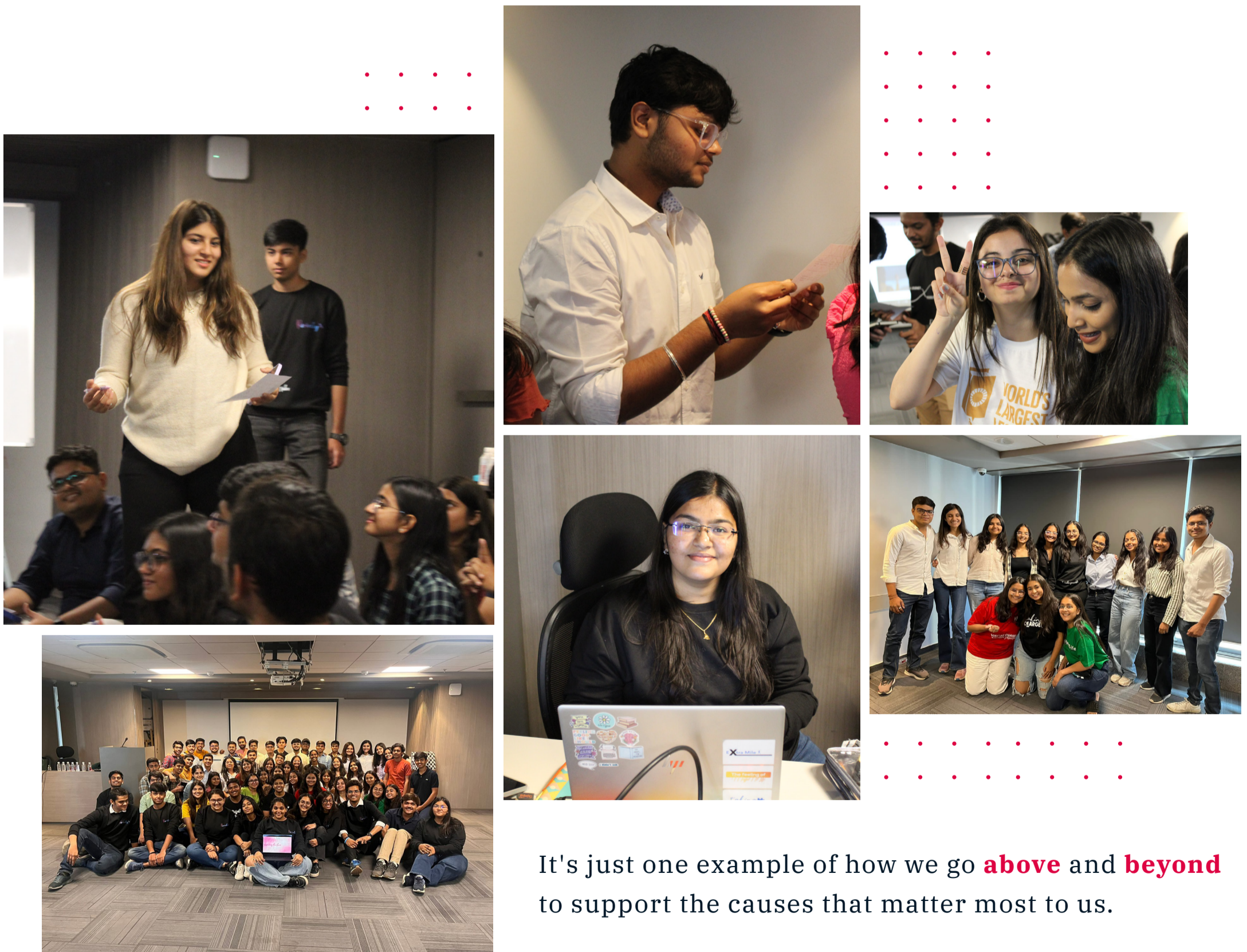


Venue Partner



The Address is committed to supporting local initiatives that drive positive change in our community! 🇮🇳 We're proud to partner with @eb_parindey and offer them our space to host their leadership development programs, which equip young people with the skills they need to make a difference in the world. 📁

As a coworking, managed and serviced office space provider, this partnership is a natural extension of our mission to foster innovation and growth.



It's just one example of how we go **above** and **beyond** to support the causes that matter most to us.

Blog 1

Top 20 Collaboration Tools Businesses Must Use in 2023

A great team and excellent work processes contribute to building a successful business. This is further strengthened by using excellent tech tools that speed up work completion, fosters team building, and increases employee productivity.

For example, using workplace management software to build a flexible office, event management software to host team events, collaboration tools to boost team communication, and more.

Collaboration tools play a crucial role in creating a productive environment in a workplace. With 63% of companies following a hybrid work model, collaborative tools are a must to ensure excellent project management and seamless communication among team members. It helps team members work together, share information and feedback, solve queries, and make improved project-related decisions.

In this post, we shall learn more about collaborative tools, their benefits, and tips for choosing the best tools for your organization. We will also share our top 20 collaborative tool recommendations for your business.

What Are Collaboration Tools?

Collaboration tools or collaborative software, are intuitive tools designed to maximize and boost the effectiveness of teamwork to complete projects on time and achieve business goals. These tools provide a centralized platform for team members to impart knowledge, share data and files, assign tasks, monitor project status, and more.

With the changing project requirements, it is essential to ensure that your team has updated project information at all times. Collaborative tools guarantee the same by keeping your entire team on the same page with real-time updates and conversations.

That being said, let us have a look at various business challenges team collaboration software can solve.

Top Challenges Collaborative Tools Solve

Collaboration is one of the key aspects that contribute to building high-performing teams. However, most businesses often face team collaboration challenges that hamper work efficiency. Here are a few of them.

- ❑ Difficulty in achieving seamless team communication and failing to create a culture of open communication
- ❑ Inability to make employees feel welcomed and part of the team
- ❑ Lack of clear vision or objectives to achieve business/project goals
- ❑ Failure to build a sense of trust and dependency among team members
- ❑ Inability to boost employee morale and motivate team members
- ❑ Difficulty in managing projects leading to missing deadlines and extended delivery timelines

Utilizing online collaboration tools for your teams is one of the most effective ways to overcome these challenges. Team collaboration software helps you avoid these pitfalls and improve your team's effectiveness and productivity.

Now, let us have a look at the benefits of using tools for online collaboration.

3 Benefits of Collaboration Tools for Your Business

Improving team productivity is one of the major benefits of collaboration tools. It is found that online collaboration tools can scale up productivity by **30%**. Let us have a look at some of the other benefits this collaboration software offers your organization.



Increased Communication

Online collaboration tools empower hybrid working teams to communicate and collaborate without feeling disconnected. It keeps the flow of ideas, feedback, and conversations going and helps team members reduce friction and resolve issues in no time thereby boosting productivity.



Increased Employee Satisfaction

Collaboration tools simplify work for employees by keeping them updated about their assignments and providing them with resources to **manage their workload** better. Streamlining tasks boosts productivity and gives employees a sense of satisfaction in their work life.



Enhanced Organizational Control

Collaboration software offers an excellent medium to streamline all aspects of the projects, such as managing tasks, communicating with team members, file storage, and more. It brings together the crucial information in one standard place thereby offering teams quick access to this information whenever required. It ensures that no information gets lost amidst the commotion leaving no space for misunderstanding and confusion.

10 Features Collaboration Tools Must Have

It might be confusing to choose the right collaboration tools for businesses considering the number of tools available in the market today. Hence, we made a list of essential features that you need to consider.

- ✓ **Project management** – To organize all aspects of the project, assign tasks to the desired team members, and monitor the project's progress in real-time.
- ✓ **Task management** – To manage all crucial details about the task, such as description, deadline, priorities, dependency on other tasks, and more.
- ✓ **Document management** – To maintain a centralized repository of critical project documents and ensure seamless access at all times.
- ✓ **File sharing** – To ensure project-related files can be shared with team members and key stakeholders without any hassles.
- ✓ **Team messaging** – To communicate with the team members about individual tasks, share feedback, ask doubts, and more.
- ✓ **Video conferencing** – To allow dynamic collaboration among the team members – in-office team and remote employees via a video meeting.
- ✓ **Meeting and calendar** – To track the availability of team members and schedule the meetings accordingly.
- ✓ **Integration capabilities** – To ensure that the software can be connected with other third-party applications for seamless data processing.
- ✓ **Intuitive interface** – To ensure that your team does not face any difficulties while using the software.
- ✓ **Security** – To ensure the software offers flexible permissions, authentication procedures, and security protocols for data security and safety.

5 Types of Collaboration Tools (Examples Included)

Now that we have learned about the essential features the collaboration tools must offer, let us quickly have a look at some of the best types you must invest in. We have also shared a list of collaboration tool examples that will boost your team’s collaboration efforts and productivity.

01 Team Communication Tools



Slack is an instant messaging app with excellent chat functions allowing your team members to communicate with each other without any hassles.



Workplace offers an intranet portal that works like an exclusive social media network for your organization.

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Zoom is a video conferencing tool that allows you to conduct video meetings, webinars, and more along with screen-sharing, live chats, and other collaborative activities.



Discord is a chat application that allows you to connect with your team via text, voice, or video.

02

Online Project Management Tools



Asana – Asana is a project management tool that helps you organize complex projects and tasks to manage them effectively.



Trello – Trello is another project management tool that helps you organize your projects into kanban-style boards for effective management.



MindMeister – MindMeister is a mind map creation tool that is ideal for brainstorming, project planning, note-taking, and more. It allows you to visualize, present, and share your thoughts in the most comprehensible manner.

03

Team Collaboration Tools



Google Docs

Google Docs – Google Docs is a document management tool that lets you create, format, and share documents online while collaborating with other team members in real time.



Evernote

Evernote – Evernote is an intuitive note-taking application that allows you to create and organize your thoughts in the form of digital notes. Store text, pictures, videos, audio clips, and more to remember everything and stay productive at all times.



TeamViewer

Team Viewer – TeamViewer is a remote access solution for gaining access to computers or mobile devices in a screen mirroring manner. Use it to fix computer-related issues, work on files that aren't locally accessible, guide team members with their tasks, and more.



Canva – Canva is an online graphic designing tool used to create social media posters, videos, presentations, brochures, and more that allows real-time collaboration like Google Docs.



Zapier – Zapier is a workflow automation platform that integrates various apps and services you use to transfer data and build seamless workflows.

InVision – Invision is an online whiteboard platform that supports the design process from brainstorming, designing, collaborating, and testing mockups and prototypes.



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04 File Storage and Sharing



Google Drive – Google Drive is a free cloud-based file storage system that lets you store and access your files online. Upload documents, photos, videos, and other files to access them in just a few clicks.



Dropbox – Dropbox is another popular cloud-based storage solution that lets you upload, store, and share files with your team securely.



WeTransfer – WeTransfer is an amazing file transfer tool that allows you to send large files, photos, and videos to anyone around the world in a few minutes.



LastPass – LastPass is an online password manager that offers amazing features such as password sharing, two-factor authentication, and more thereby making it easy for you to log in to any website or app in just one click. All you need to remember is the LastPass master password and the tool does the rest for you.

05 Meetings



Google Calendar – Google Calendar is a time-management and meeting-scheduling tool that helps you quickly book meetings, events, and appointments and sends out real-time reminders about your upcoming activities.



Outlook – Outlook calendar is another excellent tool for maintaining and managing your work schedules. Track your meetings, events, activities, and tasks without any hassles.



Calendly – It is an online scheduling software that lets you share what times you are available so that others can book meetings with you. It eliminates the back-and-forth email threads making meeting scheduling a breeze for you and others.

FAQs about Online Collaboration Tools

01 What can online collaboration tools help with?

Online collaboration tools help you keep all your team members on the same page by sharing real-time project updates and promoting transparency in communication.

02 What are the primary uses of collaboration software?

Collaboration software offers team members instant access to desired project information, improves communication with team members, and increases overall organizational efficiency.

03 How are businesses using collaboration tools?

Businesses are leveraging collaboration tools for numerous purposes. For example, team communication, project management, meeting scheduling, and more.

04 What are the best team collaboration tools?

Google Workspace, Microsoft 365, Asana, Trello, Canva, and Zoom are some of the best tools for online collaboration. Refer to the above section for more recommendations.

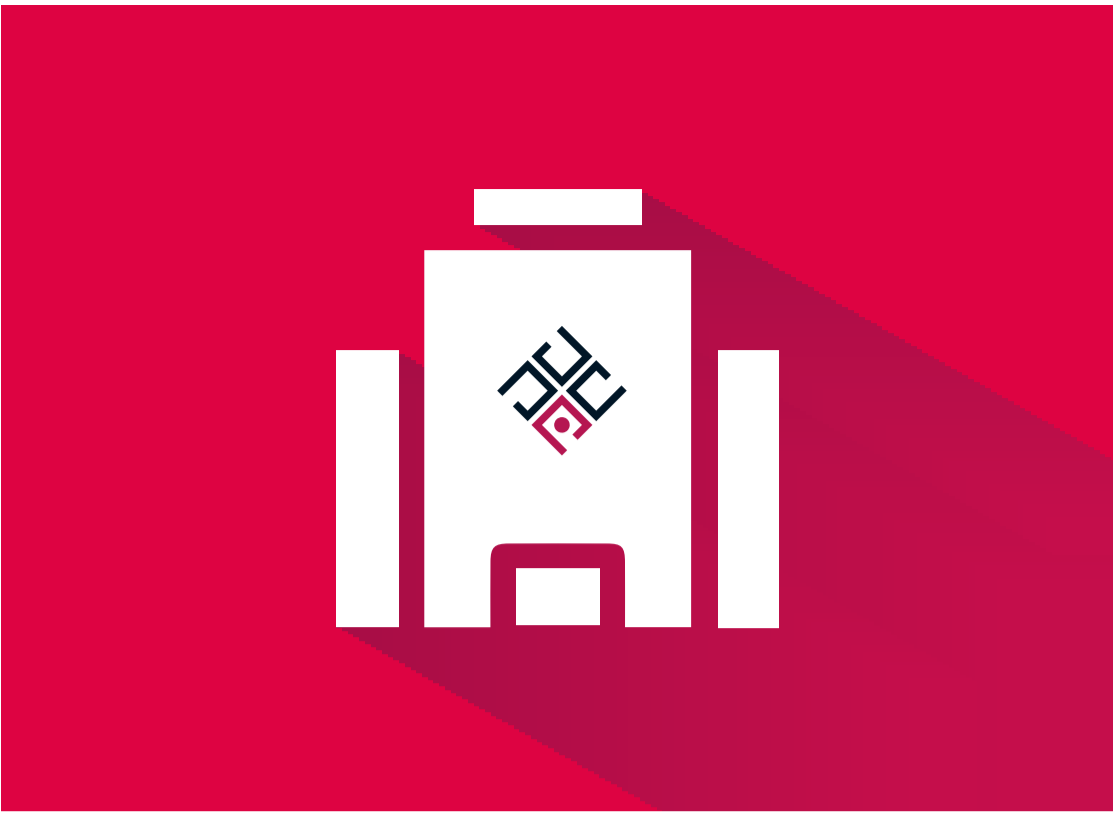
Conclusion

Collaboration tools simplify your work processes by introducing transparency to your projects, facilitating clear communication among team members, and streamlining organizational efficiency for better decision-making.

We have covered some amazing collaboration tool examples to help you choose the best ones for your business in this post. Understand your business requirements, invest in the right collaboration tools today, and observe your team productivity soar to great heights.

Baroda - Magnit

The Address's latest and largest expansion



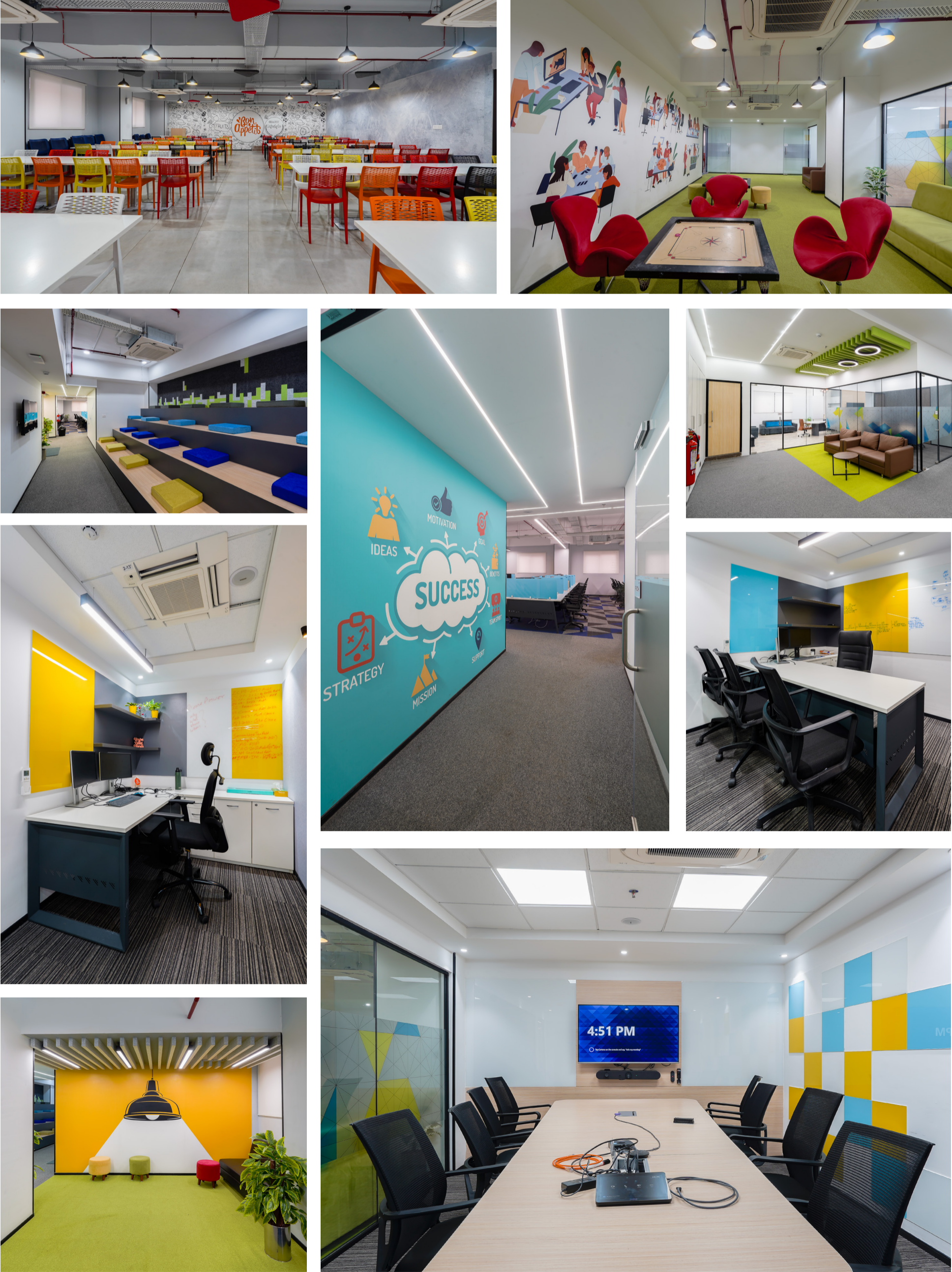
Kem Cho #Baroda and thank you for another warm welcome!

Having our second center in Baroda has been a real joy for us. Inspiration seems to abound in every direction of this whopping **70,000 square feet** of managed office space. It's a modern facility, surrounded by dynamic surroundings and superior infrastructure, housed in a Grade A property.

This workspace has been customized specifically for our client - Magnit. Magnit, formerly known as Pro Unlimited, is a global leader and pioneer in contingent workforce management. We are pleased to learn that the company's innovation spans 30 years and that they deliver modern workforce solutions to clients around the world.



As a final note, we would like to spotlight a few of our teammates. Yash, Vipul sir, Pinank and Saju have all been pivotal to bringing this partnership to fruition. Their unrelenting drive and sheer dedication throughout the project has been remarkable and inspirational. Together, they have left no stone unturned and have made this project a resounding success. We appreciate and thank them for their continuous efforts, and hope that they will continue to do so.

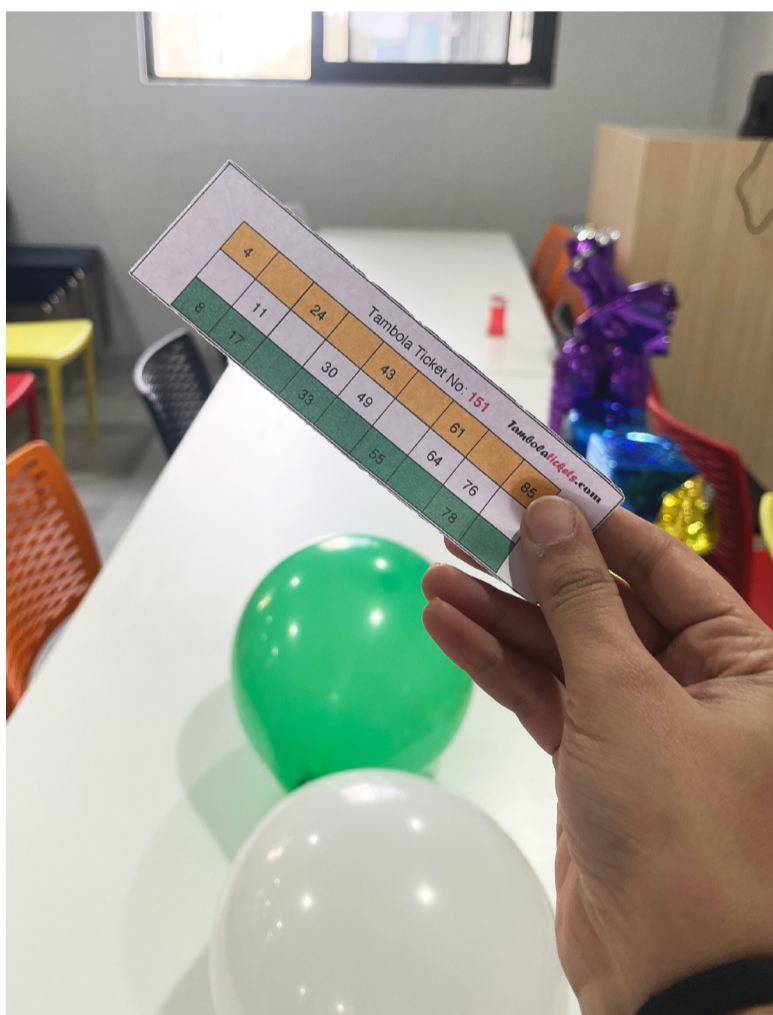


Magnit Baroda's - First Event



We are thrilled to introduce Magnit - Baroda, Address's largest and newest location in the city. Our partnership with this exceptional establishment is a source of great pride and gratitude for us

To celebrate our first event at this magnificent venue, we organized a Republic Day celebration that reminded us of our duty to uphold the values enshrined in the constitution. We played Tiranga Housie and offered refreshments to help us all get to know each other better..



In summary, Magnit - Baroda is more than just a location, it's an unforgettable experience. We invite you to come and see for yourself what makes this center so special.

A group of people are celebrating at a party. In the center, a man in a red sweater with white polka dots has his arms raised in the air. To his right, a woman in a white t-shirt and grey pants is also celebrating. In the foreground, a woman in a purple sweater has her back to the camera with her arms raised. The room is filled with confetti and streamers, creating a festive atmosphere. The word "Events" is overlaid in white text on the left side of the image.

Events

At The Address, we are dedicated to fostering a vibrant community that thrives on a rich tapestry of events. Our team strives to curate a diverse range of engaging activities that offer something for everyone. From informative sessions to relaxing get-togethers, our events are carefully crafted to provide a refreshing and novel experience each time.

Over the past few months, we've hosted several noteworthy events that have left a lasting impression on our community members. These include interactive workshops, invigorating fitness sessions, and immersive experiences. We're proud to say that each event has been a resounding success, thanks to the active participation and enthusiasm of our members.

Women's Day Celebration

Yesterday, women from all walks of life came together at The Address centers in Ahmedabad, Surat, Baroda, and Indore to celebrate International Women's Day with a joyful t-shirt painting event. It was a beautiful reminder of the power of women coming together to support each other and create positive change in the world.



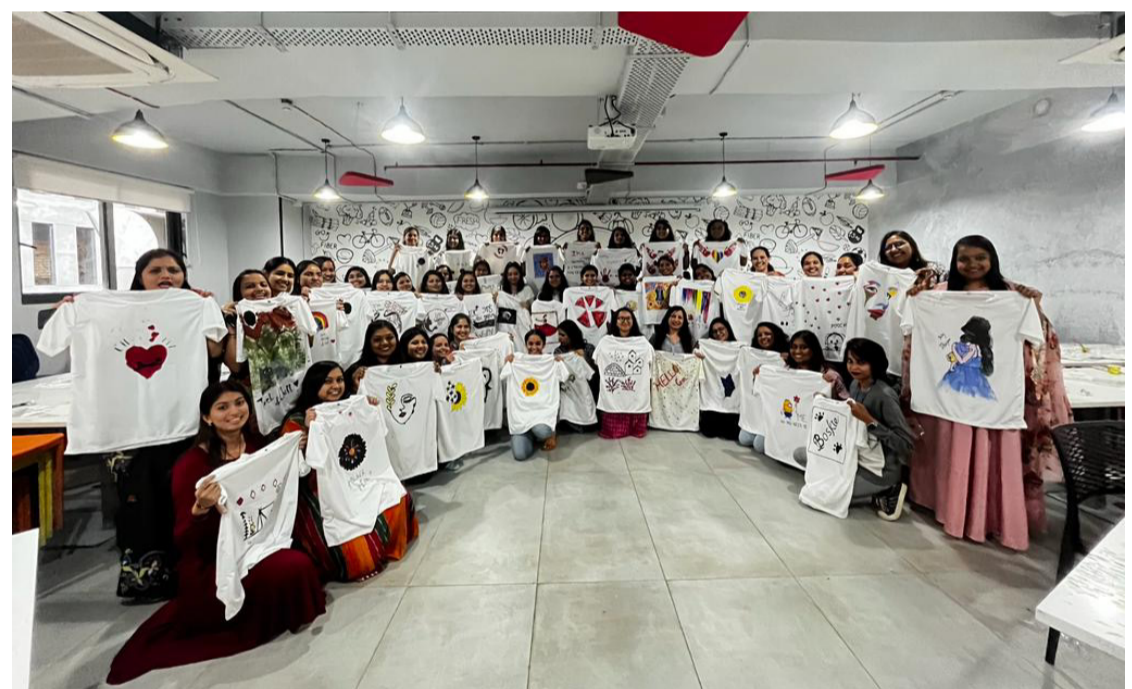
At The Address, we believe that women are the embodiment of strength and resilience. They inspire us with their unwavering determination, their unparalleled empathy, and their unwavering spirit. As visionaries and trailblazers, they have the power to change the world.

The t-shirt painting event was a joyful and creative way for women to express themselves and connect with each other. It gave them the opportunity to share their stories and celebrate their strength. We're proud to be part of a community that supports and empowers women in all that they do.

On this International Women's Day, we want to take a moment to appreciate all women, everywhere. We see you and we value you. Whether you're a student, a teacher, an entrepreneur, an artist, a scientist, or anything in between, we appreciate the work that you do, the love that you give, and the impact that you make in your communities.

So to all the women out there: keep dreaming big, speaking your truth, and making your mark on the world. We're here to support you every step of the way.

Happy International Women's Day! 🥰



Soft Skills

Soft skills, big impact 🤝

Because soft skills are the real power moves ✨ with [@devaanshi](#)





Highlight of the Quarter - Retreat

In addition to all the exciting initiatives and milestones, we also recently took a much-needed break with an office retreat to Udaipur. From the 1st of April to the 3rd, we indulged in a mix of work and play, team-building and relaxation.

The retreat gave us the chance to interact with team members we don't always get to work with, and we had a blast exploring the beautiful city of Udaipur together. But it wasn't all fun and games - we also had some informative sessions, like a workshop on how to grow our LinkedIn profiles.

And of course, we had to celebrate each other's achievements with an awards night! It was a fantastic opportunity to reflect on all the hard work we've done and to appreciate our amazing team. We came back to work feeling energized, inspired, and closer than ever as a team.

We're so grateful for the chance to take this break and recharge our batteries, and we can't wait to see where our refreshed spirits and newly honed skills take us in the future.





New Entrants



Aashima Dashora

Marketing Manager

I did my bachelor's degree in Fashion designing from Delhi and Masters in Fashion Merchandising from New York. I love expressing myself through different mediums as it brings me the most joy and peace to be in the zone creating something that I could only see in my mind. In my free time, I like to explore new places and do photography.



Bhavi Saujani

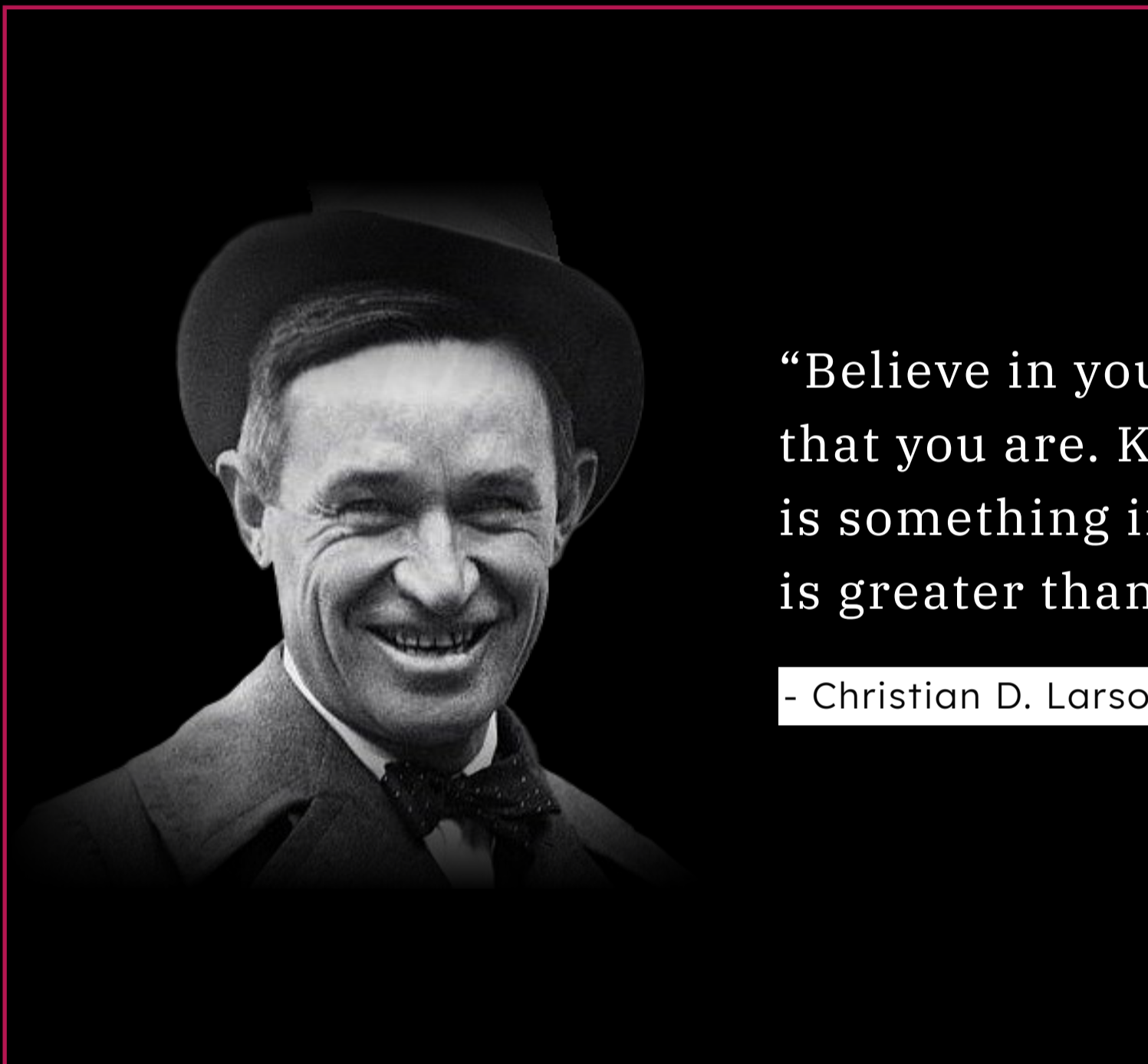
Facility Manager

Happy, Hopeful & Hardworking, words that best describe me. I have learnt Kathak & Ball-room Dancing, I love reading books, travelling; I do any of these post work.

Worked previously with companies like HSBC, JLL, Times Of India, Godwitt Construction, I can certainly say that Personal Growth is as important as any other Growth one tends to achieve. I strongly believe in “na kalamativartante mahanta sve u karmasu ” Meaning: Great people never delay their duties.

My work experience in various sectors imbibes in my work ethics which makes me a unique person for this job.

Quote of the Month



“Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle.”

- Christian D. Larson

Photo Library

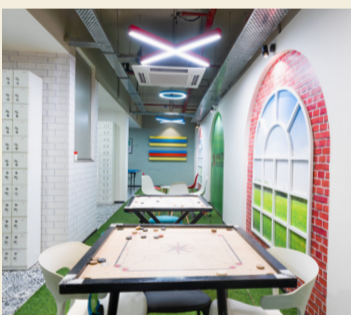
Baroda Magnit



Surat Centre



Shyamal Centre

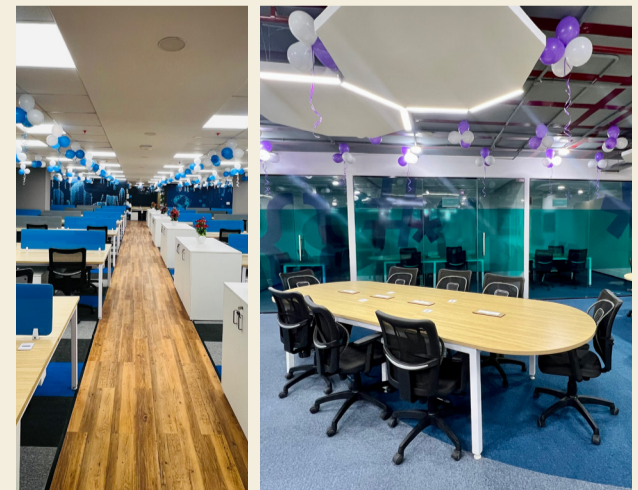


Ashram Centre



Business Bay Offices

Baroda Neptune Edge



Indore Center



Thank you for reading our April newsletter. We will be back with another issue soon. Stay tuned!



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