**Time Doctor Manager Follow Up Email Template (Interactive)**

Sent by: Team managers

Sent to: Employees on their teams who will be using Time Doctor

Email subject line: How we will use Time Doctor

Good Morning Team,

By now, you should have received and read through the email from x. *(name of who sent out the rollout email)* I will be setting up 1:1 meetings soon with everyone to discuss our new software and give everyone the opportunity to voice their concerns and ask questions.

I understand that this is a big change for all of us and am here to support you. For now, I want to share some more detailed information on how Time Doctor will impact our team specifically.

**Expectation for Use:**

As mentioned in x ‘s email, for company name to continue to grow and offer more flexibility, we will start using Time Doctor as part of our daily processes beginning x date.

Moving forward all working hours should be logged in Time Doctor starting then.

The interactive desktop application should also be used when you switch between projects and tasks. We’ve already set up the app with projects and tasks specific to our team. Here is a video to walk you through [how to use Time Doctor’s desktop app](https://support.timedoctor.com/en/support/solutions/articles/66000403475-using-the-time-doctor-desktop-app).

We understand that it will take some time to get used to, so please reach out with any questions.

*(If you have certain policies around using Time Doctor enter those here)*

**How will it impact our team?**

Once we have measured our time for a bit, we will have access to data and analytics that we can use to improve our efficiency and processes. Here are some examples of what we can learn:

* We will gain insights into our overall productivity and determine where improvements can be made to processes or tasks.
* We will identify what websites and applications are the most important to our roles and uncover any tools that we no longer need or use.
* We can start to collect metrics on our performance that can be used during performance reviews for promotions or raises.
* We can also use these metrics to create more accurate and attainable goals.

**Next Steps:**

1. Install Time Doctor by following the instructions in the email you received. It should take less than 1 minute.
2. Continue to work as usual but use the desktop application to switch between different project or task names.
3. Attend the Time Doctor training sessions we will send out as well as read through the support materials I’ve listed below.
4. In two weeks, we will meet as a team to review the data we have collected so far and discuss how we can use it to improve our performance.
5. You will also receive emails from Time Doctor with tips and best practices on how to use the software. Read these to help better understand how to best use the product.

Supporting Materials:

* [New User Onboarding Manual](https://support.timedoctor.com/en/support/solutions/articles/66000480693-new-user-onboarding-manual)
* [Time Doctor Support Center](https://support.timedoctor.com/en/support/home) (Save me as a favorite!)
* [Top Workday Insights for Employees](https://www.timedoctor.com/blog/improve-work-performance/)
* Your New Office is Anywhere (will link to the PDF that we will put in the hub)

That’s it for now! Look for meeting invites over the next couple of days and reach out with any questions.

Thank you all!