**Time Doctor Rollout Email Template (Interactive)**

Sent by: Executive or HR Leader

Sent to: Entire organization/ all teams that are impacted

Email subject line: New Technology Initiative- Action Item DUE TODAY

Good Morning Team,

We know the past year and half has been difficult for all of us personally and professionally. Throughout all the transitions we’ve made as a company, your hard work and dedication to our team has been constant and we want to say thank you.

During these transitions, the leadership team has seen the benefits of remote work and the positive impacts it has had for all our employees. We want to continue to offer remote work to all our teams as well as potentially increase flexibility where we can. *(Explain the why behind why you are selecting Time Doctor. Provide a vision of how you expect the organization to look after implementation)*

To offer more flexibility, we all need to understand how we work and what we need to be better. So, we are implementing a new software that will help us better understand how we currently operate and help us identify areas where we can improve. This will help the company as a whole increase productivity and help us to affect our bottom line for further growth. *(Explain the main benefit(s) to the organization of using Time Doctor What’s in it for them?)*

By measuring and analyzing how we spend our time we can identify where we need more resources and improvements helping us all to work more efficiently. Which ultimately leads to us reaching our goals faster while still maintaining our core values.

Our Values

*(Enter the company values here and how Time Doctor supports these.)*

**Who is Time Doctor?**

Time Doctor is a work insights company that tracks and analyzes how companies use their time to provide clear direction on how to improve performance. This productivity software will measure and analyze all workday activity completed by our teams.

What makes Time Doctor different from similar software solutions is that they put the control into the hands of team members. Through the interactive desktop app, you control when your work is being recorded by simply pressing play and pause.

Watch this 1 minute [video](https://youtu.be/9NBBk10axME) for an overview of what they do and see reviews from other employees [here](https://www.g2.com/products/time-doctor/references/employees-love-us).

 **Why are we implementing Time Doctor?**

As we mentioned earlier, we want to use Time Doctor to improve the efficiency of our organization, but we also want to gain the visibility and data that we need to offer more flexibility and opportunities for growth.

The main benefits of using Time Doctor for our company:

* Increase organizational accountability and visibility so that our leaders can offer more freedom and flexibility.
* Increase overall productivity and performance to help us scale and grow as a company.
* Impact our bottom line by gaining the most accurate performance metrics as well as uncovering the areas where we need more resources.
* Improve the employee experience by identifying where employees are lacking support and gain insights into the wellness of our employees.

*(Edit these to include and support your company goals.).*

**What information does Time Doctor collect?**

* The time you started work, the time you finished work, and total hours worked. We have seen how easy it is to overwork yourself while working from home. So, we want to make sure workloads stay balanced and that you get the time off you need.
* The names of applications used on your computer and websites visited. This data can help us understand what tools our teams need to be productive as well as give insights into time management.
* The time associated with certain projects and tasks will also be collected to help us further improve our project management and forecasting processes.
* The Time Doctor desktop app tracks working behavior based on your keyboard and mouse movement. This type of data is used for accountability purposes, not to micromanage you. It does NOT record where you click on the screen, and it does NOT record what you type. For more information click this link: [https://www.timedoctor.com/privacy\_policy.html](https://t.sidekickopen70.com/s2t/c/5/f18dQhb0S7lC8fTdSfW2VF98Y2B9nMJW7t5XZs63Bt0bW4XHHwn7d-33sW3Ljg7x56dK_Cf1Wbq0s02?te=W3R5hFj4cm2zwW4mKLS-4fJfScW3H8_MW43W93fW43T4P449M9DrW3FgCF-43SNp9w4r5qXz9x12&si=5505415733444608&pi=7972a05c-39af-4333-dd2f-a809263c9d4d) *(optional section)*
* *(Only include this if you are using screenshots)* There is a feature of Time Doctor where screenshots are taken throughout the day. We’ve enabled these screenshots to be used to help us identify inefficient processes or tasks and uncover training opportunities. More importantly, you can use these screenshots as proof of your own work.

Full transparency is very important to us during this transition. We want to make sure you understand how Time Doctor works and how it can help all of us. Please voice any concerns and questions to the leadership team or to your managers.

**Next Steps:**

1. You will be receiving an email from Time Doctor today with detailed instructions on how to install the application. 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. Your managers will follow up with more details on what to expect for the first few weeks of implementation as well as invite you to training meetings with the Time Doctor team.
4. 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.

We are very excited about this new program and the impact Time Doctor will have on offering more flexibility for the organization. *(Repeat the main benefit of using Time Doctor here. What’s in it for them?)*

Thank you for your cooperation!