ROLE OF TECHNOLOGY IN WORKPLACE PRODUCTIVITY

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CHAPTERS

Introduction

It goes without saying that there are essential technologies for business Imagine trying to reach a business that doesn't have a phone system. Not too long ago, computers were not viewed as necessary. That didn't stop savvy business owners as seeing that they would increase productivity, provide better customer service, and give them a serious competitive advantage. Today's technology landscape provides even more technology options that can improve business performance.Technology can help you improve the way your staff carry out tasks. This can either speed up existing processes or allow new, more flexible ways of carrying out the job.

In order to work out the best technology for your needs, you should assess your current systems against your requirements. Think about what inefficiencies may exist in your operations and how you can capture relevant information, such as customer details, in the simplest, time-efficient way.

Technology can also help manage your documents to ensure that information is dealt with in a logical workflow, avoid duplication –which can happen due to handwritten timesheets that then need to be manually inputted onto a Computer, and also address technological obstacles like simplifying a complex helpdesk process to make it easier to resolve IT problems. Let us now have a look at the various ways in which we can use Technology to help your business.

The Right Tech

Consumers should understand that technology can be a blessing or a curse for productivity depending on how it is utilized. Increasing productivity with technology is possible when the right tools are utilized. Determine where you need a productivity boost in your everyday life and research if there is a tech tool readily available to fill that gap.

When you are looking at the right tech, look at Automation. Automation tools are making waves in reaping results. Automation eliminates manual error, and can cover almost any task that is manually done. Find the tools that automate everything, from scheduling and bill pay to email responses and contact update lists. Also, add as many apps as possible that provide a way to digitize any manual processes.

Implemented effectively, the business and technology can work together harmoniously. Each department understands its role in the new cross-functional processes, fully supported by technologies and systems aligned to the unique needs of the pharmaceutical sector.

As a result, productivity is greatly improved, as employees at each level can focus on carrying out their appropriate function rather than, as often happens today, staff at all levels wasting time and effort chasing data and information from across the business. Equally, automation gives greater confidence in the quality of pricing data, avoiding the need for constant checking and re-checking, again freeing up time for more insightful and effective decision-making.

Small Change, Big Difference

There are various small applications that you can use, to help enhance your daily tasks. First, identify the areas where you're regularly wasting time. Then, select mobile apps or services that directly meet those needs. Have a look at amazing app's like Evernote and Headspace for example. But remember, there is a technological solution for nearly every problem you'll face, but if you engage in every app and service, you'll actually decrease your productivity. So, make small but necessary changes.

Another smart choice could be as simple as using Chrome Extensions. When you want to get more done in less time, the best and simplest way would be to add all your tools to your Chrome browser, allowing you to access them much quicker. For example, you could try out extensions such as LastPass, which saves and remembers all of your passwords to every website you have to log into. But remember, use these extensions only if you have a machine that only you have access to.

Another small change you could bring is using Calendar App. Calendar applications are the most underutilized productivity tools by far. Reminders pair really well with good planning. Once you have the week entered into your calendar, your productivity has some rails to guide it!

Your next stop would be using Free Applications! Taking advantage of free applications can make everyday life more productive. Another smart option would be to employ an easy-to-use add-on or plug-in function to optimize your existing programs.

Access to Information

When your employees don't have to struggle for scattered information, they get to focus all their attention on the job! Providing employees access to the necessary information their job requires is an integral part of every business strategy. There are many reasons to ensure your employees have easy access to information.

If you are heading a big organization, you could get an Intranet, or VPN for an out of office experience. Access to information will also increase employee engagement and satisfaction. Investing in a secure, high-quality VPN will ensure that no matter where your employees are, they have access to the network.

In addition to ensuring employees have the ability to access information around the clock, you can reduce frustration, and save time by having all your systems in one secure location. This will make sure they are not bouncing between systems, trying to find the information they need.

Everything they need to do their jobs will be right at their fingertips. This will also help your employees provide better service your customers, have an easier time being mobile and avoid frustration. Your customers also will have a better experience and overall productivity will increase

Random Workplace

Work is not restricted to your office anymore. Many jobs can be done from anywhere. Technology has allowed us to turn anywhere with Wi-fi into an impromptu office. By investing in a VPN, you may allow employees to work from wherever they will be most comfortable, if you so choose. This can lead to a huge increase in productivity, simply because employees are more satisfied when given the option to work where they want.Another way you can make your employees more accessible, regardless of where they are, is by not tying them down to a specific, company provided piece of hardware.
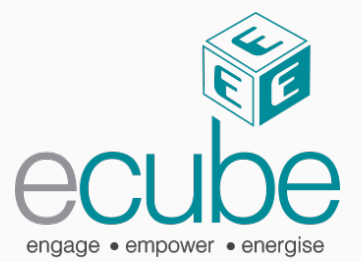
A popular policy regarding technological devices is: "Bring-your-own-device" (BYOD). BYOD enables your employees to use their own computers, phones or tablets for work. This will increase your employee's familiarity with their devices, allowing for more efficient work. Employees are more likely to be productive if they have access to their own phone, tablet, or computer. 49% of employees say they are more productive using their own devices. People are also more likely to be able to successfully troubleshoot their own devices, reducing the amount of work IT needs to do.

Technology can make employees more readily available is by offering a video conferencing solution for their phones and computers. This will reduce the amount of travelling needed for business purposes. A video conferencing solution can eliminate any offsite meetings. Travel is often expensive and inefficient. Simply by upgrading your video conferencing solution will increase your productivity, keeping people in the office, being productive.

Conclusion

So, to summarize, the market is full of small apps, to huge ones, that will solve all the problems faced by you, or your employees. Research, the choose the one best for you. But also remember, we sometimes forget that most of our productivity is achieved by uninterrupted periods of time where we think and work hard and make breakthroughs, not through ever-decreasing incremental improvements on our to-do list app or finessing with our tools of the trade.