

PRODUCTIVITY For Procrastinators



LESSON 5 - FIVE WAYS TO USE TECHNOLOGY
TO INCREASE YOUR PRODUCTIVITY

Lesson 5- 5 Ways to Use Technology to Increase Your Productivity

Technology has become a double-edged sword. While it allows us to connect, improve, perform, and leverage resources better than ever, it is often responsible for our decrease in productivity. The good news is that with the right apps and tools, you can use technology to your advantage and increase your productivity. If used properly, technology can increase productivity for you and your business in enormous ways.

Automation Tools

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 such as list making or gift giving.

Password Management

Most people have over 50 user names and passwords. Most have more. It can be a tedious task to keep all your passwords.

We recommend that you find a solid app that will do this for you. You will want to be sure that it will sync with your phone and computer, so you always stay up to date. If you change a password on your phone, it will carry over to your next log in at your computer as well.

Chrome Extensions

Let's face it: Everyone wants to get more done in less time. The best way I've found to do this is to add all your tools to your Chrome browser, allowing you to access them much quicker. I recommend adding extensions such as Lastpass, which saves and remembers all of your passwords to every website you have to log into. This saves considerable amounts of time and increases productivity greatly.

Calendar App

If you do not have a calendar app this should be the first one that you download. Organizing and scheduling your time will allow you to see where you have openings and where you can fit in smaller tasks so this should again be the #1 app you install.

Free Applications

There are many great apps out there for free. I have listed some of the apps that I find useful. With Toggl you can keep better track of the time you spend working on projects and tasks and is an excellent alternative to time-sheets. Evernote is a free productivity tool that lets you capture your thoughts, ideas, and images in a variety of ways. It allows you to record your meetings, ideas, and speeches, interviews, create lists, add text and voice attachments, and share files with your friends.

If you find your productivity is lacking, consider adding a few useful time management tools to your daily routine. Stop letting technology kill your productivity, instead use it to your advantage.

Lesson 5 -Exercise

1. Your exercise today will be to find and download two new Chrome extensions that will help you to decrease time. Try to find extensions that you do not currently have a tool for. If you do not schedule time on a calendar, then find a calendar app to start and schedule out at LEAST one week of tasks. If your job requires you to log in and out of multiple systems, or you have multiple clients, then try a time tracker. This will save you a ton of time with invoicing or allocating time to other departments.