

Using Productivity Tools to Boost Business Efficiency

How does your business stay efficient in the ever-changing digital world? Leveraging productivity tools in your daily work processes can be a game-changer, with tools available to help with project management, communication and more. Here we take a look at some of the productivity tools available to help boost business efficiency.

Project Management Tools

Struggling to keep on top of tasks, and what each person in your team is working on? Or maybe you're self-employed and finding it difficult to keep on top of your own projects each week. Enter project management tools. These websites and applications provide a structured way to organise all projects and tasks.

With the ability to create tasks, assign them to individuals and track progress, you'll get on top of your project management in no time. Examples include:

 Trello asana monday.com

Communication & Collaboration Tools

Effective communication is key for any team, but especially so when working remotely. With the rise in hybrid working, more and more companies are having to change the way they work when it comes to communication between teams.

Self-employed? Communication and collaboration tools are a great way to connect with other business owners and entrepreneurs. Attending networking events and groups is one way to get involved.

Tools such as Microsoft Teams and Slack help to facilitate seamless collaboration – whether you're part of a big business or work on your own.

Time Management

How much time is wasted through inefficient processes? It might surprise you to find out! Research by Powering Productivity shows the primary cause of wasted time during the workday is inefficient processes (44%), followed by paperwork (43%) and meetings (41%).

Tools that help to manage schedules, such as Microsoft Outlook, and Google Calendar help to ensure meetings are streamlined. Use Toggl to track specific time spent on a particular task or meeting and use this to understand where time is going.

Reducing Distractions

Sometimes it can be difficult to maintain focus on work – we've all been there! There are tools that help with concentration, such as Freedom, Cold Turkey Blocker and StayFocused. These create a distraction-free work environment by blocking or limiting access to specific websites.

Incorporating these productivity tools into your business operations can transform the way your team works. Take a look at your current processes and identify the aspects that could be improved. Let us know if you have any tools you use to help increase productivity!