

6 Low-Cost Productivity Tips to Increase Competitiveness



Increasing workplace productivity can mean the difference between a business that succeeds and a great idea that fails. When a company produces more products or delivers higher-quality customer service more quickly than the competition, it gains the advantage. Use these low-cost productivity tips to even the playing field and compete more effectively.

To get the most benefit out of technology, however, organizations need to match the technology solution to the business need. Start by assessing business processes to identify areas for improvement. For instance, do employees find themselves bogged down with paperwork? Or does distance hinder effective collaboration?

The following low-cost productivity tips will help address productivity problems without breaking the budget. Some cost relatively little to implement, while others pay for themselves quickly in productivity gains.

1. Low-Cost Productivity Tips for Remote Workers

For many employees, remote work has become a way of life. A few essential technology items can significantly boost comfort and productivity for remote workers. Here are some examples:

- **Desktop comfort:** Start with a wireless mouse, a Bluetooth keyboard, and a laptop stand.
- **Headsets:** [Wireless headsets](#) enable office corridor roaming on calls and generally doing two things at once. Studies show that using a headset increases productivity by up to 40 percent. Likewise, most knowledge workers believe that office noise negatively impacts their productivity.



- **Video conferencing technology:** When employees spend hours each day on video conference, the right technology makes a significant difference. Start with an external webcam and a dedicated mic. Headsets can increase sound quality, as well.
- **Multiple monitors:** For many jobs, such as customer support, dual monitors increase productivity by streamlining the process of copying between windows and improving multi-tasking. An ultra-wide monitor serves a similar purpose.
- **Backup internet connection:** For workers who depend on internet connectivity, having a backup will prove essential. Consider investing in portable Wi-Fi. Using portable Wi-Fi instead of a smartphone hotspot saves battery life on the phone and can prove cheaper than using mobile data.

2. Fewer Meetings, More Communication

Nothing interrupts a good work rhythm more than a useless meeting. On the other hand, when teams integrate communication technology into the workflow, productivity rises. For instance, [Microsoft Teams](#) incorporates group chat directly into its popular Office apps. This allows team members to conduct just-in-time communication without leaving the work at hand.

3. Put It on the Calendar

When employees get in the habit of putting everything on the calendar, they work more efficiently. And when groups share a calendar, colleagues can determine availability at a glance, even for team members in another office. Most people use only the basic calendar functions. But understanding [calendar tips and tricks](#) can turbo charge productivity.

4. Facilitate Information Sharing

In a data-driven environment, workers require on-demand access to up-to-date information. Cloud-based document management systems make essential documents accessible anytime, anywhere. And when employees share critical documentation through centralized information repositories, people have the information they need to work effectively and reduce errors.



5. Automate Repetitive Tasks

The more organizations automate repetitive tasks, the more employees can focus on core business tasks. Take an inventory of bottlenecks in your organization and determine whether automation can help solve the problem.

For instance, automation can help reduce time-consuming paperwork such as invoice processing and expense tracking. Likewise, sales and marketing departments benefit from automated call logging and tools that manage social media publishing.

6. Use Existing Tools More Effectively

Sometimes the solution lies not in purchasing new technology, but rather in optimizing the technology already at hand. Partnering with productivity experts like eMazzanti can help. For example, with deep knowledge of Microsoft, our consultants can help you implement Microsoft products such as Teams and Azure more effectively.

We can also help you adjust your network management and [cybersecurity systems](#) to ensure business continuity. And we can assist you with determining optimal [email settings](#) and retention policies to streamline communications. Call us today to discuss more low-cost productivity tips.