



Top 3 IT Strategies for Optimizing Productivity

Keeping up productivity in IT is a challenge – but there are solutions. While many tips and tricks may be common sense, when you’re putting out yet another fire it’s helpful to have a guideline to keep you on track.



1. Prioritize

- Spend your time up front •
- Use downtime to your advantage •



2. Create time for yourself

- Block time to focus on key projects •
- Plan to have to put out fires •



3. Use the right tools

- Project management •
- Automation •
- Cloud-based •

The Challenge

Keeping up with the volume of work

Constant interruptions

Error-prone or repetitive tasks

Constant upgrades and maintenance requirements

Multitudes of projects

The Solution

Prioritize

- Label tasks by value, impact, and urgency
- Use breaks between other meetings and tasks to work on low-priority projects

Find a method that helps you find time.

For example:

- Time blocking
- Pomodoro technique
- Choosing specific times to check email

Extra credit: keep time on your calendar that’s dedicated to interruptions

Automation

- Cuts down on manual tasks
- Reduces human error (and urgent questions!)

Move to the Cloud

- Take back time spent on maintenance and upgrades
- Reduce costs
- Increase security

Project Management tools

- Keep track of each piece of the puzzle
- Collaborate with colleagues
- Maintain a list of upcoming projects



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