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## Work Life Balance –5 Things That Will Save You Time and Increase Your Productivity

Working smart is fast replacing working hard today – thanks to the rapid advancement of technology. Hence, if you are wise you will learn how to use technology to save effort and increase your productivity. Don't worry; you need not put in too much effort to do that. That is exactly the point – when you use technology you will learn to work smart instead of working hard and get better results.

1. **Use Your Smart Phone Optimally** - Buy a smart phone and use it optimally to get your day organized. Put in alarms for important events; time your tasks; write daily 'to do' lists and so on. It may take some time until you learn all the functions of your smart phone - but this is time well invested.
2. **Use Email and Texting Instead of the Phone** - When you call someone you have to talk through quite a number of niceties before you get down to business. A lot of time can be wasted on small talk. Instead, use emails and texting for quick and effective communication. This will save you time and also keep your hand on the pulse of the business.
3. **Type Instead of Writing** - Whether you are writing a report, an office memo, 'to do' list or anything at all, use your tablet/smart phone/laptop to type it. It is amazing how much time you can save typing stuff instead of writing it down. Smart Phones will also allow you to dictate memos, reports, etc. which you could have transcribed. This would save you a lot of time and effort as well.
4. **Invest in the Latest Technology Programs** - Whatever profession you are in you will find some computer programs that will simplify your daily routine and more time-taking and difficult tasks. Find out the appropriate technology, get trained on it, and use it to improve the quality and speed of your work. Be always ready for change as your ability to adapt to new technology will become your most powerful ally in improving your efficiency and ability to work smart.
5. **Learn to Outsource and/or Delegate Work** - There is plenty of work that you could outsource to other colleagues or even freelance organizations/professionals. Identify such work and outsource and/or delegate it. Keep only what you enjoy doing and you know best. When you remove the "cluttering tasks" you will not only free your time for more productive work, but also enjoy what you are doing better.