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12 TIPS FOR
INCREASING WORKPLACE PRODUCTIVITY WITH TECHNOLOGY

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Our 12 Workplace & Technology Tips

TIP 1:
Employ effective data management solutions that will take the pressure off staff

TIP 2:
Focus on creating structured data by introducing things like standardized naming conventions

TIP 3:
Choose a system that will index all content and offer additional search facilities, such as subject headers and keyword tagging

TIP 4:
Look to assess current processes and identify areas in the business that could be streamlined

TIP 5:
Make use of intuitive technology that simplifies data storage and creates a central data repository

TIP 6:
Optimize processes by utilizing software that requires one data entry point rather than four or five

TIP 7:
Consider the impact technology solutions will have on the entire business, not just the teams who'll be using it

TIP 8:
Reduce pressure on IT teams by selecting easy-to-install solutions where possible

TIP 9:
Choose solutions that consolidate multiple systems into one central offering, to simplify

TIP 10:
Encourage anywhere, any time access across an organization by choosing cloud-based solutions

TIP 11:
Look to introduce solutions that offer a central location for project information, and allow people to collaborate in real time

TIP 12:
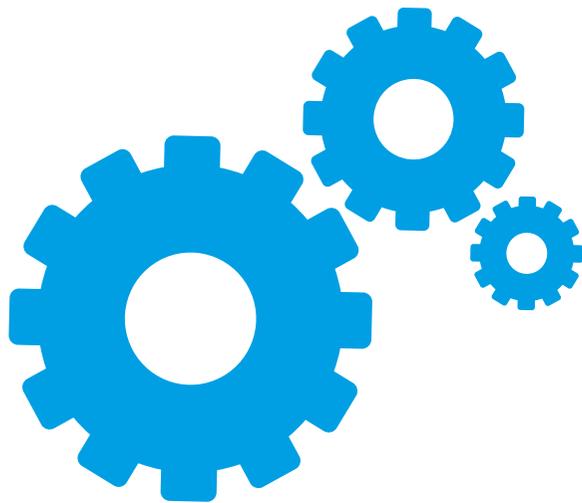Choose cloud-based solutions that are easy to implement and understand, to minimize disruption

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Introduction

Workplace productivity has increased by 84% during the past 40 years because of advancements in digital technology[1]

The need to ensure continued high levels of workplace productivity is something every business is focused on, and this is especially true for the research and development sector.

Things like poor data management and old-fashioned paper-based notebooks can negatively impact productivity, but there is a solution.

New and innovative technology can streamline processes and increase output like never before. To find out how you can increase productivity in your business, simply read on...

Make data easily searchable

With the sheer amount of data now being produced by R&D organizations, the ability to quickly and easily retrieve information about previous experiments is key. For this reason, it's important for all data within businesses to be well-structured and easily searchable, and this is where today's innovative new technology solutions can help.

By utilizing effective data management tools, information will be efficiently organized and indexed, making it quicker and easier for staff to find what they need.

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$2.46 million: the amount businesses lose each year due to workers' inability to locate and retrieve information[2]

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Simplify processes to avoid repetition

Repetition is a big drain on productivity. Whether it's the time taken to manually enter and re-enter data, or the increased risk of human error that may occur, repetition costs money.

With so much data being produced, and so many different individuals working on the same experiments and projects, it's inevitable that some data will be duplicated. For example, individuals may begin new experiments without checking for previous results, because the data was not immediately available.
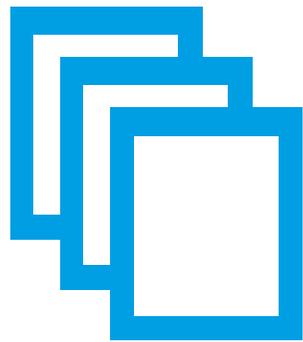
TIP 4:
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$5.07 million: the amount businesses lose each year due to employees' spending too much time duplicating information that already exists[3]

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Choose easy-to-install systems

When it comes to the implementation of a new technology solution within a business, it's important to think about the wider impact it will have. Whether it's a new computer programme or a company-wide piece of software, there's an opportunity to benefit more than one team.

For example, choosing a technology solution that's been designed to integrate seamlessly with existing systems will increase efficiency for IT teams. They'll simply install the software, set it up, and move on to the next job. This will also benefit the teams using the new technology, as they'll experience minimal disruption and downtime as a result.

TIP 7:
Consider the impact technology solutions will have on the entire business, not just the teams who'll be using it

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Reduce pressure on IT teams by selecting easy-to-install solutions where possible

TIP 9:
Choose solutions that consolidate multiple systems into one central offering, to simplify work processes

5.5 days per employee: the amount of lost productivity businesses experience each year due to poor functioning computers[4]

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Increase collaboration with cloud computing

Collaboration is critical for research organizations, and one area of modern technology that enables this is cloud computing. The cloud is a digital solution that removes all physical and time-bound obstacles, by enabling every person in every lab to stay connected.

This naturally makes employees more productive, especially within organizations that have multiple individuals working on the same experiments.

And, as 75% of people rate workplace collaboration as 'very important', it's clear the benefits of this technology is wide-reaching[6].

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organizations are using at least one cloud application[5]

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Conclusion

When it comes to boosting productivity in the workplace, embracing modern technology and moving away from out-of-date systems makes sense. Digital solutions such as electronic lab notebooks are faster, easier to use, and more reliable than their paper-based predecessors, making it simpler to record experiments, share data, and work collaboratively.

Given the benefits these new solutions offer, it's worthwhile implementing modern technology sooner rather than later.

Organizations already doing this are experiencing increased efficiency and productivity within their workforce, and can look forward to ongoing business success in the future.

To find out how the The E-WorkBook Cloud can help reduce inefficiencies and increase productivity in your organization, talk to one of our experts today.

Sources:
1 http://www.inc.com/bankofamerica/howtechnologycanimproveemployeeproductivity.html
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Talk to **one of our experts** today

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If you would like to know how **The E-WorkBook Cloud can help you increase data accuracy to achieve greater insight** talk to one of our experts today.

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