



Productivity Guide

We're halfway through 2023. How did that happen?! Are you meeting your half year goals?



As a business owner it's likely you've set yourself more goals than the Average Joe. This is where productivity comes into play. You can't meet your goals without being productive. So feast your eyes on our ultimate guide to productivity...



The best productivity suite on the market has to be Microsoft 365, here's why...

As with most things, we'll start with goals and planning. After all, if you don't know where you're going or have a plan, you won't get very far.

Your goals need to be as specific as possible. In fact we like the acronym **SMART**, which says goals should be:

- **S**pecific: Very clear on what you want to achieve
- **M**easurable: You know when you've got there
- **A**chievable: Can be completed
- **R**elevant: Helps your business with its long-term aims
- **T**imebound: Has a deadline

**So where do you start when it comes to planning?
Well, it's probably deciding on what your plan is, right?
And for that we need to create a mind-map or brainstorm some ideas.**



Microsoft Planner is a great tool to help you do this

You can create a plan, along with your team, assign and discuss tasks, and even track your progress with charts.



We also love Microsoft Whiteboard for the beginning stages of planning

The clue is in the name; it's a virtual whiteboard, blank to let your creativity flow. It has so many other uses, but developing a plan with a mind map is one excellent way to use it. It allows you to jot down your own ideas, invite others to collaborate and add their own input, and add to it as and when you need to.

Next we need to break that plan down into actions. You know what can help? Your to do list. You can create them for any period of time you like; daily, weekly, monthly etc. And just tick off each task as it's completed. When you see actions being marked as done it's a really satisfying feeling (this is your brain being flooded with the reward chemical dopamine).



Microsoft to do

Who doesn't love a to-do list? But it's not great when you have several to-do post it notes stuck everywhere.

Microsoft To Do is a great tool for keeping your to-do lists all in one place, giving you access whenever and wherever you need it.

You can:

- ✓ Add tasks day by day
- ✓ Break tasks into manageable actions
- ✓ Share lists and assign tasks to members of your team
- ✓ Set reminders
- ✓ Attach files
- ✓ As an added bonus, you can also make your lists look more exciting with coloured backgrounds.

Make it a habit to look at your to do list every morning (or create a new daily to do list each day) so you know what your most pressing tasks are for the day ahead. As an aside, sometimes you'll have something on your to do list that keeps being moved over to the next day and the next, and the next... being constantly put off. We all have those jobs we just want to avoid. Do the worst/hardest jobs first and then you make the rest of your day easier! We call that eating the frog!

Collaborate and Communicate

You wouldn't get half as much completed without the skills and expertise of your beloved team. So it's vital that you have all the tools you need to collaborate and communicate effectively.



Teams is a fantastic tool not only for online meetings

It really does do it all when it comes to working as, well, a team. You can use it to manage your projects by creating virtual workspaces that enable your team members to collaborate on projects in real time. It allows you to keep all of your files and documents for each project all in one place (and accessible to those who need them, when they need them). It's brilliant for video meetings and instant messaging. And because it's a Microsoft 365 app, it integrates with your calendar, your contacts, your files... everything you need can be found in one place, on whatever device you're using, whenever you need to access it. It's amazing!



To optimise your use of Teams, ensure that you're utilising all its features, such as video conferencing and file sharing. Encourage your team members to adopt this platform and provide training sessions to ensure everyone knows how to use it effectively.

“Collaboration divides the task and multiplies the success”

This has never been as important as it has become in recent years. With more people working remotely and not seeing some of their colleagues in the same room it's imperative that communication doesn't break down.





Microsoft Projects is also a handy app...

...for getting down to the detail and planning of your projects. You can create a visual roadmap for new projects, plan and schedule, and view insights into each project and its progress. You may also think about a company intranet to keep your people in the loop of goings on at all times. Here you can store company documents and policies, store knowledge and information relating to procedures or projects, and even news about the business and the people within it. SharePoint can help you do this, and go that step further in solidifying a great culture of teamwork within your business.



Microsoft Bookings

Microsoft bookings is a simpler way to organise and schedule meetings and manage appointments. It's done via a simple invitation link and allows invitees to choose from available meeting times. This is perfect if you're client facing and need to schedule regular meetings.





Getting the most out of your Microsoft 365 subscription

These are just some of the many features packed into a Microsoft 365 subscription. If you would like to find out more, or if you would like a license review, get in touch with the team at Somerbys IT:

0333 456 4431 | info@somerbysit.co.uk

The Dock
75 Exploration Drive
Leicester, LE4 5NU



Silver
**Microsoft
Partner**