

Tech Tips to Speed Up Your Workday: Automation & Time-Saving Tricks



Introduction



Time is money, and in today's fast-paced business world, small inefficiencies can add up to hours of lost productivity each week. The good news? With the right **automation tools and time-saving tech tricks**, you can **streamline tasks, reduce manual work, and get more done in less time**. Here are some easy ways to boost efficiency in your workday.

1. Automate Repetitive Tasks with Workflows

If you're spending **too much time on data entry, email follow-ups, or document approvals**, automation can take over. Tools like **Microsoft Power Automate, Zapier, and IFTTT** can connect your apps and handle repetitive processes automatically.

Examples of automation you can set up:

- ✓ **Auto-save email attachments** to a designated cloud folder.
- ✓ **Sync contact details between your CRM and email marketing tools.**
- ✓ **Generate invoices automatically** when a project is marked complete.

2. Use Keyboard Shortcuts for Faster Navigation

Stop wasting time clicking through menus—keyboard shortcuts can cut down your workflow significantly.

Popular Windows & Mac shortcuts:

- ✓ **Ctrl + C / Cmd + C** – Copy
- ✓ **Ctrl + V / Cmd + V** – Paste
- ✓ **Alt + Tab / Cmd + Tab** – Switch between open apps
- ✓ **Windows + V** – Access clipboard history (Windows only)
- ✓ **Ctrl + Shift + T / Cmd + Shift + T** – Reopen closed browser tabs

3. Leverage AI and Smart Assistants

AI-powered tools can handle tasks like scheduling, answering common emails, and even drafting reports.

Time-saving AI tools:

- ✓ **Microsoft Copilot** – Helps generate emails, summarize documents, and organize data.
- ✓ **Grammarly & Hemingway Editor** – Quickly edit and refine writing.
- ✓ **AI Chatbots** – Automate customer service responses on websites and social media.

04 Use Templates for Emails, Documents & Reports

Stop writing the same emails and documents from scratch! Most apps allow you to **create templates** to save time.

Where to use templates:

- ✓ **Emails** – Set up canned responses for FAQs or common inquiries.
- ✓ **Reports & Proposals** – Use a standard format for consistency.
- ✓ **Invoices & Contracts** – Save a template in Microsoft Word or your invoicing system.

05 Automate Scheduling with Online Booking Tools

Going back and forth to schedule meetings wastes valuable time. Tools like **Microsoft Bookings, Calendly, and Google Calendar's appointment scheduling** let clients and colleagues book meetings at available times—without the email chain.

- ✓ **Syncs with your existing calendar.**
- ✓ **Eliminates double bookings.**
- ✓ **Sends automatic reminders to reduce no-shows.**

06 Speed Up Collaboration with Cloud-Based Tools

Instead of emailing files back and forth, use real-time collaboration tools like:

- **Microsoft 365 & Google Workspace** – Work on shared documents with your team instantly.
- **Slack & Microsoft Teams** – Organize discussions, reduce email clutter, and keep projects moving.
- **Trello & Asana** – Track tasks and deadlines with visual project management tools.

07 Declutter Your Inbox with Email Filters & Rules

If your inbox is a mess, **email filtering and rules** can help organize it automatically.

- ✓ **Sort emails into folders** based on sender or keywords.
- ✓ **Auto-archive newsletters** and low-priority messages.
- ✓ **Use email snooze** to temporarily remove emails from your inbox until you're ready to respond.

Final Thoughts: Take Control of Your IT Security

A few simple tech upgrades can save your business hours each week, reducing stress and improving accuracy. By using **automation, keyboard shortcuts, AI tools, and collaboration software**, you can free up time for what matters most—**growing your business**.

Want to optimize your IT setup for maximum efficiency and security? **Contact us today** ↓ to learn how we can help businesses modernize their tech stack!

Contact us today to get expert help securing your business!

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