



Using Tech to Tailor Your Work Day

Most of us can admit that we have lost track of time during the workday on occasion. Sometimes time can get away from you, particularly when you're busy. Often you can be running late before you know it and wondering where the day has gone.

Luckily, there is a wide range of technology solutions to put to work helping to put you in charge of your to-do list.

Office 365 Calendar

We're often guilty of spending the entire day stuck just in Outlook. In addition to taking up your time, there are a range of features that can help you make the most of it too. With simple tools and tweaks, you'll be able to manage your calendar like a pro.

Office 365 Calendar allows you to make quick changes, alter your diary, and update items on the go. The Calendar interface allows events and items to be picked up and moved to a different time or date with ease.

Many think of calendar packages in terms of old desktop applications of years gone by. Events, once input, were almost impossible to change, alter, or remove. In old applications it was easier to go without a calendar at all than attempt to use the one included.

The biggest advantage Office calendar has is the ability to access and update it from anywhere. With 2-way sync

appointments, meetings, and events can be updated anywhere and accessed everywhere. The days of no longer being able to look at your calendar because you're not at your PC are long gone now.

Today you can add events straight from your email with a simple click. Participants in events can be contacted with reminders automatically. You can even schedule your own reminders before the event too. Using your calendar to stay on top of your day has never been easier.

OneNote

Office 365 additionally offers OneNote too, an indispensable tool that you shouldn't do without.

OneNote acts as a virtual notebook to keep your ideas, projects, and notes in line. Using OneNote enables you to power-up your text with drawings and diagrams, tailor your projects with color coding, and record your thoughts with media clips all in one location.

OneNote is the ultimate record keeping tool that you simply can't go into a meeting without. Physical notebooks begin to seem like a relic of the past, limited by old constraints that no longer apply.

Microsoft To-Do

Included with Office 365 is Microsoft's To-Do application. To-Do offers

simple, straightforward to-do list that makes it easy to plan your day.

Whether plotting your school work, planning your projects, or keeping on top of your home life, To-Do is designed to boost productivity and make the most of your time. The simple interface makes it easy to use and the instant reward for checking of tasks makes it well worth your while.

To-Do sorts your tasks into lists, which are combined into a single day view. The view of your day provides a clear, clutter-free list of tasks to be done. The application syncs with all your devices to give you access from anywhere. This empowers you to quickly add, change, schedule, and tick off tasks as you go.

Keeping On Top Of The Day

Losing track of time is easy to do. It doesn't take much before your day seems completely off-balance and impossible to retrieve. With these tools from Office 365 and a tiny bit of planning, your days can become more productive than ever.

Back on track, you'll no longer have to spend your free time making up for lost time. Your spare time will be your own again and everyone will wonder how you manage to remain so productive.

Give some tech tools a try today and you'll wonder how you ever managed without them.

Beat the IT Burden

Technology today allows us to accomplish more tasks faster than ever before. Paperless documents, remote collaboration and video conferencing have all lowered the costs and increased the speed of everyday business at an extraordinary rate.

The benefits of modern IT does however, come at a cost. Consistent maintenance has become a critical component of almost every business. The IT department is now as important to the functioning of a firm as sales, marketing, or management. The advantages that come with modern technology more than outweigh the drawbacks. It's up to you as a business owner to balance both. In today's highly competitive business environment the latest tips, tricks, and tools are essential to keeping ahead of the competition.

The Cost of Great IT

While well maintained IT is a powerful asset; poor, crumbling IT can quickly turn into a liability. Machines, servers and desktops need to be kept up to date with the latest operating system and security patches as a matter of priority. Data requires consistent back-up too.

Poor security and data backup measures put both your own and your customer data at risk from attack. Regular security updates close vulnerable gaps, while backups protect valuable data. Strong security protects your liability against losing your own and your customer data.

Determining what is and isn't good IT practice for your firm takes the experience and knowledge of a professional. Good security involves more than one managed system to protect your assets. Good data backup is ideally done daily, involving more than a single copy in an off-site location. Without taking these steps at a minimum, a business is as little as one glitch away from a complete critical failure.



Managing Internal IT

The IT demands of every firm changes on a near-daily basis. Software is often added or removed, user accounts need to be added, removed, or changed and permissions require modification to suit ever-changing requirements. The time requirement of daily IT changes alone is more than many departments can handle.

Many small firms deal with accounts, permissions, and software at an individual level. Wherever this is the case, complications inevitably happen. Software and services get lost and forgotten in the system, often polluting other packages and causing IT issues throughout the firm. User accounts are often left on the system months or years after an employee has departed.

For reliable and secure IT management, managed group policies prevents bad systems. IT management allows staff to get on with their work without technology getting in the way. Data is managed at a department level, accounts are removed for staff that depart the business and software is installed by professionals. Using this approach the liability of the firm for IT failures is dramatically reduced.

Managing IT Without Added Burden

One of the major complaints about setting up well managed IT is the overhead that it adds to the firm. Staff costs, additional management, and the office space of an IT department is a daunting financial burden to add.

Staff costs alone can make building an equipped IT department prohibitively expensive. Qualified, dependable, knowledgeable IT staff demand a high salary and costly benefits. In addition, equipment costs and lead time to get up and running on your business systems drive the costs even higher. Some firms simply don't have the space required to add an entirely new department to the business.

That's why, for many businesses, outsourcing is the most effective way to update their IT without increasing business overhead. Outsourcing provides modern IT for a simple, fixed monthly cost. Removing the distractions of managing an entirely new department allows the business to focus on doing the job they do best.

What We Do

By trusting your IT to us, we ensure that your systems are up-to-date, secure, and fully backed up. We can keep you competitive by allowing you to accomplish more than ever before.

Along with day to day IT management, monitoring, and setup; we can assist your transition to paperless documents, setup remote working, and provide IT assistance to set up the latest technology that will enable you to succeed.

Allow us to help you do more than ever before. Bring your IT demands to us and we'll provide you with the modern IT you need to let your business thrive.

Call us at 229-446-9641

Build Better Meetings

“Productive meetings are key to keeping team members on track and everyone on the same page”

Business meetings can be a double-edged sword. Often they are as likely to rally staff and build momentum as they are to halt progress and kill productivity.

Productive meetings are key to keeping team members on track and everyone on the same page. A poor meeting is as harmful to the progress of a project as losing multiple members of staff.

Finding the balance is important for good business. There are tools and techniques to make sure that your meetings are not standing in the way of your business.

Streamlined Scheduling

One of the biggest hurdles to planning a meeting can be simply booking a space. Finding an available room, with the right equipment, in a time and place which everyone can agree on can be a logistical nightmare. Repeated emails back and forth to agree on the venue alone can consume hours out of the day.

There are technical tools available to help. Outlook's scheduling assistant can be a great place to start. The office package is designed to help you find a time and place convenient for everyone.

The software is a key, but underused, component within Office 365. Simply adopting a scheduling assistant can cut down meeting planning from hours to minutes.

With everyone fully connected and on the same page, every meeting is improved from the first minute. The scheduling assistant can be found under

New Items > Meeting in the Outlook home tab.

Bringing in Outside Help

Of course, not all meetings are internal affairs. Often, a successful meeting involves staff members from third-party organizations, clients, and consultants too.

This is a prime area for technology tools to help. Tools such as FindTime and Doodle.com both serve as scheduling assistants to arrange suitable times and locations to coordinate meetings with multiple parties.

The process is simple, each party selects available or desired times to meet. This process is done independently and based on priorities for each user. When everyone has added their input a mutually convenient slot can be found for everyone.

With modern technology there's no reason to spend hours, or even many minutes, wrestling over when and where to meet. Using the tools as they are designed cuts out a huge amount of overhead cost from meeting planning.

Idea Capture

The most common complaint staff have about business meetings is the lack of available participation. Many show up, yet just feel like audience members.

When staff members feel their contribution or input to projects isn't valued, it can lead to a dramatic drop in morale and much deeper issues within the firm.

Tools such as GoWall.com are changing meetings for the better and giving staff members a bigger voice. The site provides attendees with the resources they need to contribute to meetings without disrupting the flow.

The idea behind GoWall is very simple and highly effective. While concepts are communicated as part of a presentation or ongoing conversation, participants are free to contribute to an "idea wall" in real time. This shared wall contains ideas, contributions, and notes from all participants that add to the conversation.

Since ideas are shared between all participants, everyone can be inspired to contribute. This deceptively simple idea helps all members to feel they have a chance to have their voices heard and their contributions valued.

Worthwhile Meetings

Meetings can be a difficult topic in some workplaces. Some firms have had historic failures and huge losses in productivity as a result of too many meetings running far too long. In some environments, formal meetings have all but been banned already.

Using modern technology solutions, we can put the productivity back into meetings. Cut out the wasted time and get to the points that matter. With these simple yet highly effective tools, we can build meetings that create productivity instead of hampering it.

Save Money and Time with Managed IT Services

IT services can be one of the largest and most unpredictable expenses within a business. Unexpected failures, mandatory upgrades, and sudden staff changes can happen quickly and be very expensive.

These factors, a part of the IT world, make IT departments costly, hard to manage, and difficult to budget for.

Switching your business to managed IT services can lower costs and reduce unpredictable expenses. Making the switch can cut down management overheads and reduce budgets to a fixed period cost. Here's how.

Reducing Infrastructure

It's common in many firms for single tasks to be required to pass through multiple devices before they can be delivered or shipped. Invoices, payroll, and digital deliverables are particularly common culprits. When looking to improve efficiency and lower unnecessary costs, this is typically the first place to trim fat.

Instead of adding office clutter with more devices, cloud resources can streamline processes. Using cloud-based technology to do some of the same tasks as before typically adds more power and improves speed.

Cloud-based services are usually faster and available to more users at once. Files and services are easier to access and less likely to clog up the internal network.

Reducing the overheads associated with running internal servers is commonly a major bonus too. Eliminating associated costs such as maintenance, security, cooling and upgrades is the largest bonus many firms receive.

Cloud technology has the power to simplify and speed up your entire workflow while making large financial savings.

For most businesses, these savings can be put into critical areas of the firm where they can be better used.

Keeping IT costs predictable

In the world of IT, bad news is a fact of life. Systems failures and critical events

will always happen eventually, it's just a question of when. Virus attacks, malware, hackers, and hardware failures occur commonly and can take a systems out of operation for days.

Managed IT services focus on tackling these issues before they happen. Continuous monitoring of systems alerts us of hardware issues before their symptoms even begin.

Antivirus, firewall, and security systems are also kept up-to-date every night to prevent threats from being exploited and data being stolen.

Reducing Downtime

IT failures that take your systems offline typically costs far more than the total repair bill to fix it. Every minute your critical systems are unavailable is time spent not creating business income or value. The more staff you employ, the more the cost multiplies too.

It's important to consider the value of the business's reputation on top of just downtime. Not having services available when clients or customers need them most can sour relationships fast. Your services may be the difference between meeting and missing a crucial deadline. If your service isn't reliable then clients may look for one that is.

No Internal IT Hires

As every business owner knows, the cost of staff is far more than just their salary. Holiday pay, retirement, sick leave, training, benefits, and downtime all must be factored into the total cost. Staff costs are the single biggest bill to pay, even in the smallest IT departments.

Managed IT reduces staff costs down to a single lower cost bill that includes all your IT needs.

We train and manage our own staff to service your firm. By doing so, you get all the advantages of an IT department to meet your business needs without the overheads and management of staff that are not central to customer demands.

Managed IT Services for your Firm

While IT and services are complex, expensive, and resource consuming; it doesn't have to be for your business.



How can we help you?

- ◆ Managed Services
- ◆ IT, Hardware, Software, & Process Training
- ◆ Network Design, Installation, & Optimization
- ◆ Star2Star VOIP Phone Solutions
- ◆ SharePoint Development & Implementation
- ◆ Application Development
- ◆ Web Development
- ◆ Call Center Support
- ◆ Sales & service
- ◆ On-Site, Hosted, and Hybrid VoIP Systems
- ◆ On-Site & Off-Site Backup
- ◆ Remote and On-Site Support
- ◆ Cyber Security & HIPAA Training
- ◆ IT TimeShare



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Managed IT services present a simple, cost-effective solution to meet your requirements.

We can slash your downtime, secure your business, and keep on top of your infrastructure without adding unnecessary expenses.

Give us a call at 229-446-9641 today to see if managed IT services are the right fit for your firm.