



TenStep Supplemental Paper

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Techno-Savvy: The New Mantra

Having the technology to save time does not necessarily mean mandatory time management. It requires a certain level of comfort to be able to apply technology to time saving. Here are a few tips on how you can accomplish this.

Wasting time trying to understand time saving technology is something that should be avoided. Computer time saving equipment that allows us to edit, rewrite and perfect documents and the Internet unwittingly eat into time. To be able to utilize information effectively and still have ample time for other pressing matters, a radical change in behavior is called for.

Time saving equipment

A personal computer, no doubt, is the number one time-saving instrument. The faster and easier the machine, the more advantageous it is. Of course, owning one does not necessarily lead to time management. This requires a level of mastery that can be achieved only if you take the time to learn about the hardware and software.

Another piece of time-saving equipment is the fax machine. When sending a fax to an office, it is advisable to have a second fax number as a backup. Installing a separate line and phone number for exclusive use, if possible, helps saving time.

Beyond technology

The world's constant state of flux currently requires a faster pace to communicate. It is important not to become overwhelmed by information. There are several ways that one can take control of this extra information and workload.

1. **Set limits.** Filtering out any unnecessary information and limitations is essential. This will facilitate better productivity and greater efficiency.
2. **Organize information.** Have an up-to-date database with contact information for the staff that can be written or electronic.
3. **Delegate effectively.** Trying to do everything alone is not advisable. By delegating work to volunteers, interns and part-time paid staff, along with regular employees, workload and stress will be reduced.
4. **Use multiple ways to contact people.** Never rely on a single communication channel for contacting people. Use e-mail, send a fax, write a note, try a beeper or cell phone number, or even schedule a face-to-face meeting. Voice mail and telephone tag can also be useful.

Moral

The essential rule for not becoming beleaguered by information is to always ask:

- What is it you want to accomplish?



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- What are your limits?
- What are the sources to manage information and workload?