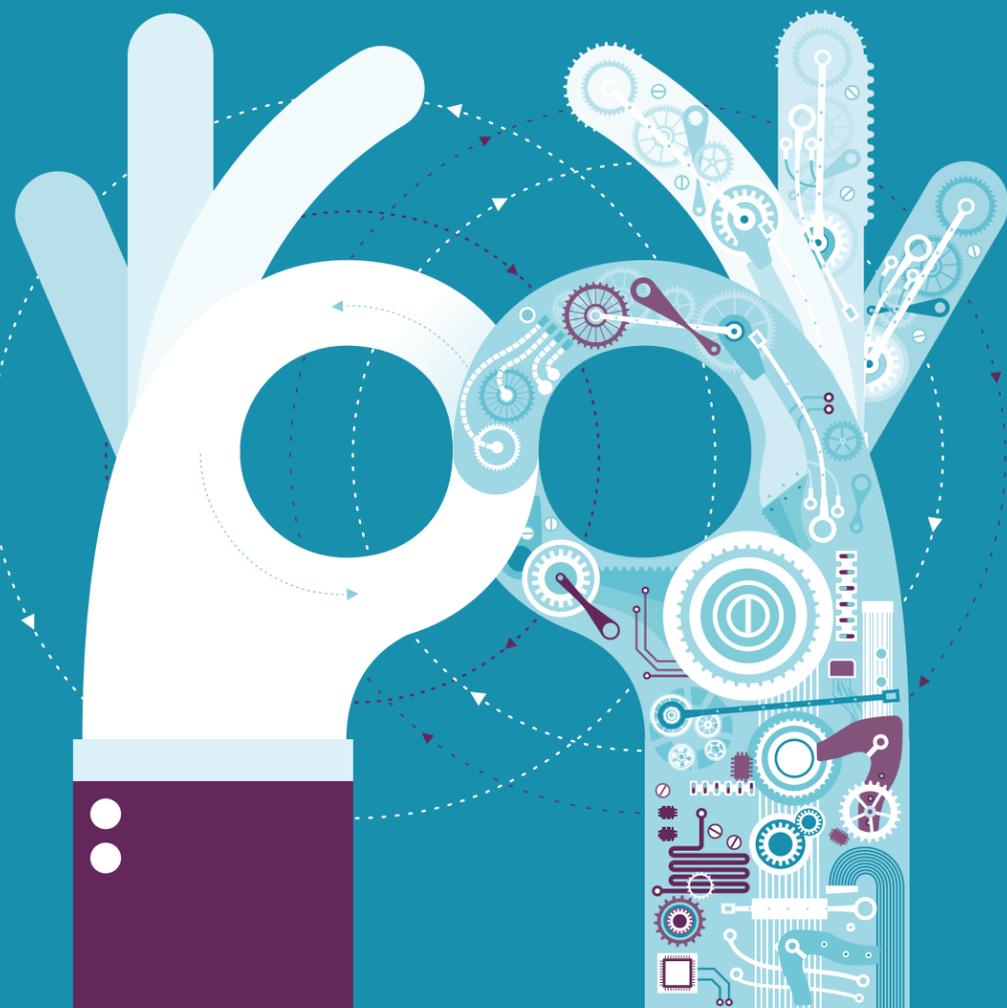




As featured in
The CEO Magazine
For more info visit
theceomagazine.com



By Megan Lemma

Paperless and Productive

Working with less paper should be a goal on every executive's list, as it can increase productivity and help to keep the business profitable.

'Technology boot camp' training sessions ensure everyone in the company has the same base level of 'tech fitness'.

Being 'digitally literate' is vital for any senior member of a company, and using your mobile device (smartphone or tablet) effectively can save time in your busy workday. There is a variety of ways leaders can embrace new technologies to help them achieve a greater level of efficiency and cut down on their paper usage.

Digital note-taking styles

Can the use of technology help you become more productive in

your day? The answer is yes. To be digitally productive, you need the tools to match your note-taking style. If you prefer to type your notes, then you could use an integrated keyboard case for your tablet from a brand such as Kensington or Logitech. Using an integrated keyboard assists in better ergonomics for your hands and wrists when typing. If you prefer to handwrite your notes, then you could use a stylus. This is a pen-like tool with a fine tip. It can be used to handwrite notes, mark-up documents, or do drawings. For those who want to

dictate their notes via voice recording, a lapel microphone can be directly plugged into the headphone jack, and works with any audio app that accepts input from the headset connection.

How to be paperless in meetings

To work with less paper and have more productive meetings, there is a need to improve digital interaction among board members and executive staff. 'Technology boot camp' training sessions ensure everyone in the company

has the same base level of 'tech fitness'. These types of programs won't turn staff into experts, but will afford a better understanding of current technology challenges. There are apps for your tablet that have been developed such as BoardPacks or NASDAQ's Director's Desk service to help board members operate anywhere and anytime. These apps focus on sharing documents and digital files and offer secure collaboration. An example would be of board members collaborating on working documents such as annual business plans for a company.

Evernote—a digital hub

From small tasks to major projects, Evernote is where you'll achieve your best work, day in and day out. As one workspace that lives across your phone, tablet, and computer, Evernote is the most productive office for modern teams. A practical example of using Evernote at work is taking notes via your mobile device during a meeting or conference. You can have typed notes, voice recordings, images, or documents all in the one file.

Scanning documents

Evernote Scannable (iOS) and CamScanner (Android/iOS) can assist in scanning documents and then transferring this information to other apps. Most of these scanning apps also have the ability to recognise business cards and extract the printed information. These contact details can then be added to your address book. A good digital habit for managing business cards is to scan the card as soon as you receive it and then hand the card back to the owner.

Annotation and drawing on documents

Annotation tools such as Skitch (iOS/Android), Notability (iOS), or iAnnotate PDF (iOS/Android) are valuable for marking up documents such as PDF files and board reports. Once these documents have been marked up, it is easy to share via cloud storage, other apps, and email. A

key benefit to using annotation apps is saving paper by not having to print out files. Apps such as DocuSign can also be employed to sign important documents and paperwork.

Meeting backchannels

Today'sMeet can be used as a backchannel during meetings. A backchannel is simply a conversation that is going on during an event, whether this is a conference, a board meeting, or a workshop. It is free and is great to use, as you can set up the meeting in advance and type a sentence as long as it is 140 characters or less. You can save the chat transcript for up to a year after the meeting. This is a great tool, especially if there are members who are attending the meeting in a virtual manner. It also can be used during presentations for feedback.

Using devices for presentations

There are several key apps that are a must in an executive's technological toolkit.

The Keynote app is ideal for iPad users to create and share presentations. Alternatively, you can send a PowerPoint presentation via email and then open the presentation in Keynote.

SlideShark is another mobile presentation app that allows individuals to present their PowerPoint presentations via an iPad.

MightyMeeting allows Android users to present PowerPoint presentations after being uploaded from the internet.

Prezi delivers a different experience to Keynote and PowerPoint. This is great for designing a presentation online and then sharing it.

DisplayNote allows your presentations to be streamed from your PC or Mac to any iPad, mobile device, or laptop. The app gives the ability to jump to any slide, annotate your presentation, and do audience polling.

Embracing technology in the workplace can help you to work with less paper and become more productive, allowing more time for improving business profitability.

Participants can also annotate the presentation as it is being delivered and save it to their own devices.

Accessories for delivering presentations

Leave your laptop behind and use your tablet or smartphone instead for business presentations. As long as you have the correct connecting cable, you will be able to connect it to the projector with ease. The other option is to 'mirror' your device via Apple TV or your laptop. This allows you to be 'wire-free' when presenting and allows you to move around. Apps such as Reflector will show the iPad, iPhone, or iPod screen on Mac, PC, or Android devices. To control your presentations via your mobile device, you can use your smartphone via specific apps. I-Clickr Remote for PowerPoint (iOS) or Presentation Remote (Android) are both good options.

Managing communication within the company

Collaborative tools such as Yammer (used for internal communication) are perfect for mobile devices. It's great for overall communication and overseeing conversations without having to track emails. I have seen and experienced Yammer in both government and private companies. In these settings, internal communication and collaboration improved as a result of using Yammer.

It is vital for those in senior management and for board members to demonstrate and practise good 'digital leadership'. Embracing technology in the workplace can help you to work with less paper and become more productive, allowing more time for improving business profitability. •

About Megan Lemma
Megan Lemma, technology coach and founder of Tech Coach HQ, is a thought leader in the world of technology and its uses. For more information, visit techcoachhq.com.au.