



Use Of Technology For Small Business

- **Embrace Technology**
 - Daily tasks slowing you down?
 - Saving money vs losing productivity
 - Invest in software
 - Set up properly from the start
- **Track Time**
 - Monitor tasks
 - Learn which ones to prioritise to automate
- **Reduce Processes**
 - Look for opportunities to streamline processes
 - Look for duplication
 - Eliminate unwanted steps
- **Employee Buy-in**
 - Team needs to be on board
 - How and why it works
 - How it makes job more effective
 - A tool, not replacement

How are you going to use technology to benefit your business?