

# The 80/20 Guide to Digital Productivity

How to focus on the few tech tools that actually make a difference in your daily workflow.



# Guide Digital Productivity

**Kimberly Burk Cordova**



## **Guide Digital Productivity:**

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techniques that can help professionals take their productivity to the next level For example batch processing involves grouping similar tasks together and completing them all at once which can help to improve efficiency and reduce distractions Delegation and outsourcing are also valuable techniques allowing professionals to delegate tasks to others who are better suited to complete them or outsource tasks to experts who can complete them more quickly and efficiently One of the key benefits of digital productivity is the ability to work remotely With the rise of the gig economy and the increasing popularity of remote work it s becoming more important than ever for professionals to be able to work from anywhere By using tools such as video conferencing software cloud storage and project management software professionals

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