

Improving productivity with online collaboration

How To Increase **PRODUCTIVITY**



Vocabulary

Monetary profits: Benefits in the form of money.

Empowering: to give or delegate power or authority to; authorize

Expenses: something requiring money for its purchase or upkeep

Online Collaboration: Online collaboration lets a group of people work together in real-time over the Internet. Those engaged in online collaboration can work together on word processor documents, Power Point presentations and even for brainstorming, all without needing to be in the same room at the same time.

Productivity: It is an average measure of the efficiency of production. It can be expressed as the ratio of output to inputs used in the production process, i.e. output per unit of input.

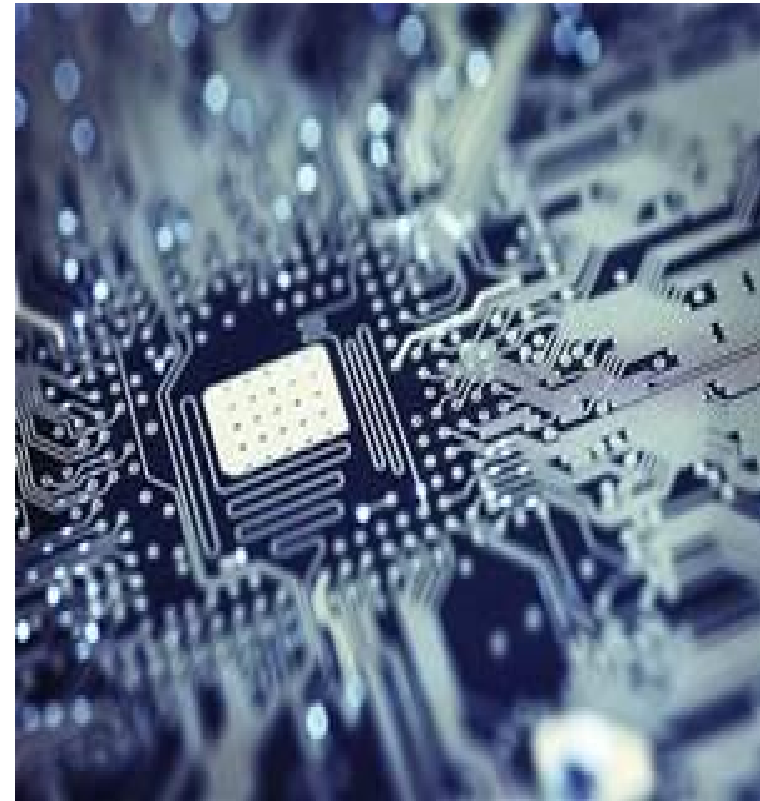
Web conferencing: A web conference enables people to meet online in real-time.

Technology enables businesses to improve productivity and profit.

Online web collaborations allow businesses to gather teams of professionals from all over the world to collaborate and work together on projects in a virtual environment.

Virtual workforce can help companies of all size to cut costs, decrease travel time, and lower operational expenses.

Keeping up with technology is crucial for businesses that want to stay competitive and succeed during these modern technological times.



Online collaboration tools have become beneficial in managing projects with multiple players from various geographical locations.

The benefits of online web conferencing and collaboration are numerous.

It saves time, money, and travel, in addition to increasing productivity in operations.

Increased productivity allows a business to gain monetary profits that can make all the difference in whether that company succeeds or fails.



Online web collaboration tools are becoming more sophisticated as the demand for this new and innovative technology increases.

The ability to share files online, hold real time video meetings, utilize instant chat features, and virtual meetings are empowering businesses and giving them the tools they need to compete against the corporate giants.

It's allowing companies to cut expenses on hiring physical employees by allowing them to replace them with virtual and remote employees.

Businesses save money hiring remote employees by eliminating payroll expenses, liabilities, and taxes.

Online Collaboration Tools



Web collaboration tools save businesses money by cutting down on office expenses.

Gone are the days when a new business must rent an office space, hire employees, and pay the cost to keep those doors open.

A person can run an entire operation from their home and employ virtual or remote employees and still collaborate effectively.

Online collaboration software doesn't require huge amounts of money spent on software, hardware, or maintenance.

Online web conferencing companies can offer businesses customized packages that are easy to use and affordable for small businesses.

Online web conferencing tools allow people from different locations to connect with one another and share documents, desktops, sound, files and data.



Online video collaboration can include real-time transmission, the ability to display presentations and documents, send instant messages, or record a meeting session. This web technology supports product development and training collaboration, and has become the replacement for face-to-face meetings.

Online file sharing is another great tool for handling data and enables high efficiency and productivity of business operations. Documents are easily accessible via the internet, and stored in one centralized server. Companies don't have to worry about the installation or maintenance.

Most of these online web collaboration tools provide complete packages that take the worry away from the business. This innovative collaboration tool has allowed those who work from home to become more successful in their business endeavors as they gain access to more clients and decrease the manual labor once required to obtain business. Online internet collaboration has become the next new big technology that will soon be essential for every business and every industry.



Tips to Improve Productivity:

- **Focus on your goals:** Without worthy goals, both personal and professional, you will never be motivated to get things done.
- **Take breaks:** You can't be working at optimum productivity. Instead you should work in short bursts and take regular breaks.
- **Refocus each day:** Without clear focus, its too easy to succumb to distractions. Review your progress each day and then set 3 key goals for tomorrow.
- **Set a deadline for yourself:** Parkinson's law indicates that a task will swell in importance and complexity in relation to the time allotted for its completion.
- **Step away from the computer:** The internet has become one of the number one distractions.
- **Get plenty of sleep:** For the next week, try and get extra sleep each night and see how your productivity and creativity increases.

Reviewed By	Reviewed On	Comments / Changes Made
Apeksha	10.09.2015	NA
Jinal	02-03-2016	Changed the alignment