Tip 20 – Use Technology to Improve Time Management Skills

● **Apps like cloud storage programs (eg. Dropbox) keep your files all in one place**

Learn to use the word pad feature on your computer to take notes that you can review later

Keeping your Skills Up-to-Date

- **Beginning to rely on technology more often can help you stay modern and up-to-date with your habits**
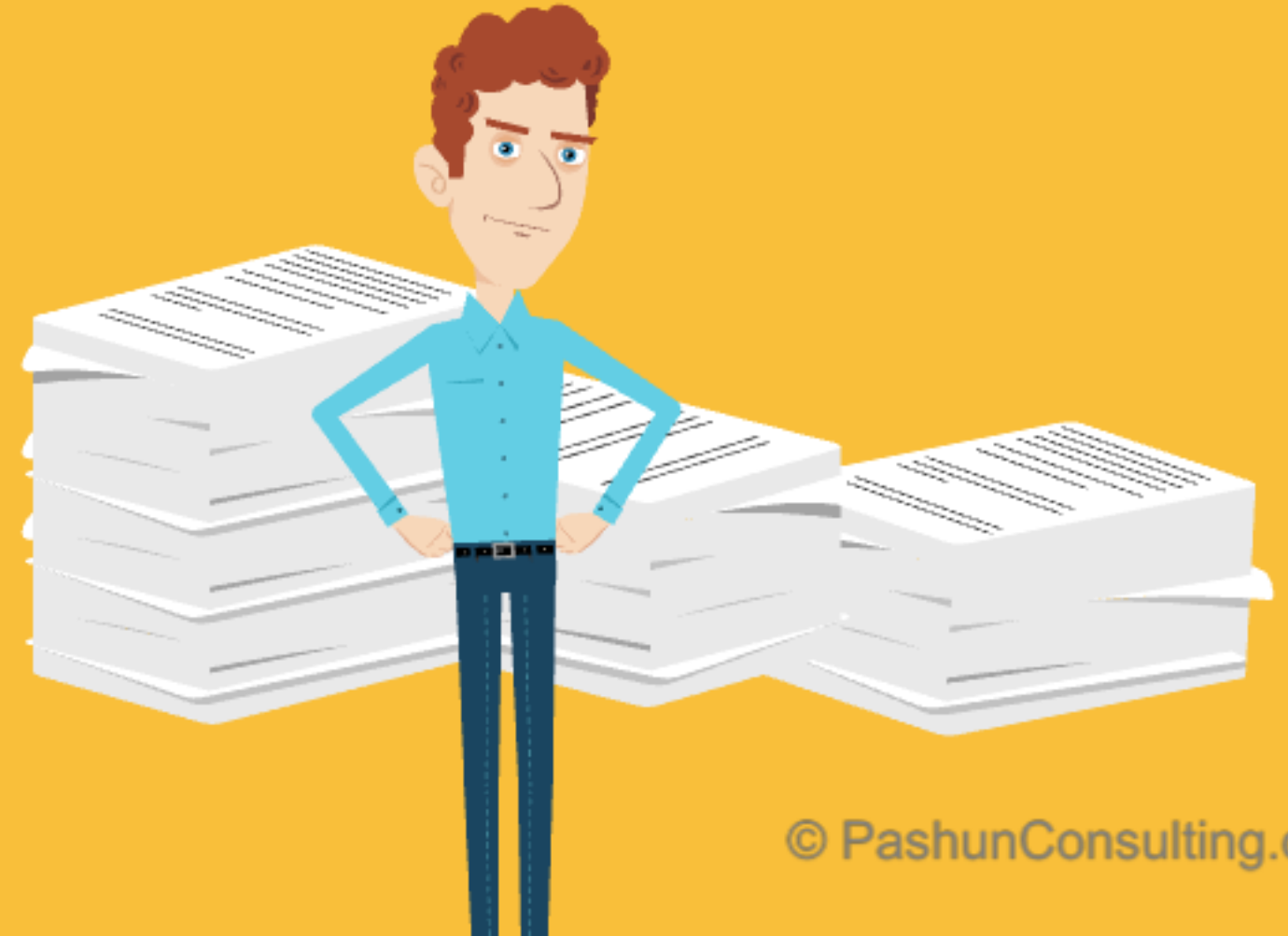
Less Clutter

- **Carry around less papers in the briefcase and have access to all of the files in one place**

Better Organization for Some

● **A computer gives you the benefit of simply doing a quick search for the file or information you need**

In Summary

● **Tip 20 – Use Technology to Improve Time Management Skills**

1. Keeping your Skills Up-to-Date

2. Less Clutter

3. Better Organization for Some