**3.3 I can develop solutions to improve my own productivity in using IT**

Typing speed

I have increased my typing speed to over 70 words per minute with high accuracy. I have done this through experience and practice as well as from studying typing courses available online through websites like <https://www.typing.academy/>. I have also studied all of the different built-in shortcuts which I wasn’t previously aware of which make my mouse less and less useful.

Templates

In work and at home I have a variety of signatures depend on whom I am writing to, to be able to reply to emails more quickly. I have gradually been moving from this to utilising Outlook’s *Quick parts* which are again very helpful for formulating quick replies. I can easily and quickly add or remove them as they become outdated or I get new information.

Favourites

I have had favourites saved to my preferred web browser for some time, but have recently started grouping my most-used websites to launch when I open up the browser. I find the Google search being a convenient home page but have added a few others to it like Facebook, Adobe Connect, and Google Docs.

Hardware

After having cable-management problems with my cabled devices I have moved to wireless keyboard and mouse, which has saved me a lot of time and stress from manipulating many cables. I have also started backing up and saving more information online, not only for the security of it but also the convenience of not having to house so much storage.

I have also updated to Windows 11, which I am able to work a lot more comfortably with and which launches applications more quickly than my previous operating system was.