Software Development Unit 1, 3.3

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

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| **Tool** | **How it improves on my own productivity** |
| Widescreen monitor | Having a widescreen monitor enables me to have multiple windows available in one screen. I find this feature particularly useful when I’m in a meeting and I need to jot down notes. For example, in my lessons, I normally have Adobe Connect on the left side of my screen and Microsoft OneNote on the right. This enables me to easily snip and copy information over without missing any important demonstrations. |
| Back up in Google drive | I have had situations where I have lost important work when my PC has crashed or I’ve lost my USB stick. To ensure that I never lose important documents, all my personal files and work for this course is backed up in Google drive which is synced almost immediately.  I can also access any of my files from anywhere in the world because it’s all linked to the cloud. This has been very useful when I needed to access files whilst I was on holiday in Spain.  Another thing I really enjoy about Google drive is that the folder organisation linked with Windows Explorer. Since my file organisation has always been done within Windows Explorer, all I had to do was sync the drive to the relevant folders to set it up. Easy job. |
| Shortcuts & Touch typing | I learnt how to touch type which enables me to type around 68-75 words per minute. This allows me to get work done much quicker.  In addition to enhancing my typing speed, I’ve also incorporated several shortcuts that I know by heart. Examples of these shortcuts are as follows:   * Ctrl + A = Select all * Ctrl + C = Copy * Ctrl + X = Cut * Ctrl + V = Paste   Other shortcuts that are useful are the F buttons at the top of the keyboard.  If I select Fn + Fx (F1, F2, F3…), I have shortcuts to media buttons and even a calculator.  All of the above are skills I use at work, course and personal productivity. |
| IT Android / Desktop Apps | There are variety of apps that offer to increase productivity. One example that I use for my personal life is the app Whisk. It allows for recipes to be saved from any site. From a recipe(s), I can create shopping lists which removes the need to make a list of things to buy for my home. Overall, this apps eliminates the need to create a food shopping list. Whisk also exists as an extension to various web browsers which is convenient when I’m on my laptop. |
| Work laptop and Personal laptop setup | Using a KVM switch, I am able to use my main monitor for work, learning and personal tasks. I’ve created a setup where I have one wireless keyboard, a mouse and one widescreen gaming monitor. These three items are attached to a KVM switch which filters to two separate laptops (work and personal) and I can easily switch from one to the other. This is particularly productive since I don’t need to two of everything with separate spaces for work and personal. I can also utilise an extended display if I wanted to.  In addition, my gaming laptop is also attached to a gaming TV which means I can choose to play on my couch or on chair. |

There are many other ways of improving productivity and I’m always keen to implement these techniques in my life. I’m an advocate of work smarter, not harder.