

Let Tech Increase Your Workspace Productivity

By: Fred Decker

If you wish you had more time to get everything done, perhaps it's time to give your routine and your workspace an inspection. Technology offers a remarkable number of ways to help you work smarter, either directly by improving your productivity, or indirectly by reducing fatigue. Get the ball rolling with tech improvements that redefine or expand your workspace.



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Wireless Headsets

If you feel mentally sharper and more creative when you're on your feet, you're not alone. A 2014 study performed at Stanford University demonstrated through numerous experiments that test subjects were more creative and generated more ideas when they were walking. A wireless headset can give you that freedom. Use one to get up from your desk so you can pace during lengthy conference calls and virtual meetings. The best models provide excellent sound quality and can be used with your telephone, computer or tablet as needed.

Upsize Your Eyes

Upgrading to a larger, higher-quality monitor is another significant productivity builder. The busier you are and the more programs or tabs you typically have open at any given time, the more you'll appreciate the extra real estate. Some monitors can rotate 90 degrees into a vertical, which is a great convenience if you spend much of your day scrolling through long lists or forms. The benefits are even greater if you use a second or third monitor to divide your viewing and activity into orderly virtual workspaces of related programs.

Wireless Keyboards

Larger monitors also increase the opportunities to roam your workspace freely, because they're readable from longer distances. To enhance your freedom of movement, switch to a wireless keyboard. You'll be able to enter data while standing at a nearby shelf or while brainstorming in your favorite chair. If you choose a model with a built-in track pad or other pointing device, you won't have the need to carry along a separate mouse.

USB 3.0 Drives

If you frequently need to back up large quantities of data or take large video presentations from site to site, waiting for that data to transfer can be a drag on your time and productivity. In this case, it could be time to upgrade your drives. Most late-model computers have at least one USB 3.0 port, which supports data transfer at rates many times faster than the older USB 2.0 standard.

A Convertible Laptop

A "convertible" laptop that can be used as a regular computer or touch screen tablet can simplify your life and improve your productivity by combining everything you need in one slender package. It'll connect to your monitors and wireless accessories when you're at your desk, and tuck neatly under your arm or into a briefcase when you're on the go.

Hundreds of tech items can make your life and workspace simpler and more productive. If you'd like to dig a little deeper, spend some time prowling the Office Depot® website with an eye to innovations that could fit into your work flow.