summer reading Infographic Series

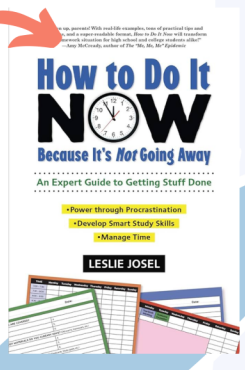
No. 2 of 4

KIEFER CONSULTING

TRANSFORMING BUSINESS WITH INSIGHTS FROM

"How to Do It Now Because It's Not Going Away"

Transforming business involves more than technology; it requires changing mindsets and workflows. Leslie Josel's book **"How to Do It Now Because It's Not Going Away"** has been popular with teens to help them power through procrastination, but it has relevance to business as well. The book provides insights for effective transformation, aligning with Microsoft 365 tools to enhance outcomes.



EMBRACE THE POWER OF NOW

"Delaying work not only increases stress but also decreases the quality of the output."

Tools:
- **Microsoft To Do:** Prioritize tasks and set deadlines.
- **Microsoft Planner:** Organize teamwork and manage tasks visually.

CULTIVATE FOCUS AND AVOID DISTRACTIONS

"Distractions are the enemy of productivity. Creating focus is an intentional act."

Tools:
- Focus Assist: Minimize interruptions during focus times.
- Microsoft Teams: 'Do Not Disturb' mode for uninterrupted work

"LEARNING TO TACKLE TASKS NOW REDUCES STRESS AND INCREASES PRODUCTIVITY."

SET CLEAR GOALS AND DEADLINES

"Clarity in goals leads to clarity in action."

Tools:
- Viva Goals: Set goals and track performance.
- Outlook Calendar: Schedule and set reminders for deadlines.

LEVERAGE TECHNOLOGY FOR EFFICIENCY

"Smart use of technology can amplify your efforts and streamline your workflow."

Tools:
- Power Automate: Automate repetitive tasks and workflows.
- OneDrive and SharePoint: Facilitate seamless collaboration and document management.

Rely on the Microsoft 365 experts for solutions tailored to the modern workplace. We can assist you in creating a deployment roadmap that aligns with your business objectives. Let's get started today!

CONTACT US!

WE CAN HELP YOU LEVERAGE MICROSOFT 365 TO TRANSFORM YOUR BUSINESS

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