

EMPOWERING PEOPLE.
BUILDING SKILLS.
CREATING OPPORTUNITY.

DIGITAL PRODUCTIVITY SKILLS

WORK SMARTER.
GET ORGANISED.
ACHIEVE MORE.

Digital productivity skills help you manage your time, tasks and information effectively so you can focus on what matters most and achieve your goals.



WHY IT MATTERS

Strong digital productivity skills help you save time, reduce stress and improve the quality of your work. They help you stay organised, meet deadlines and achieve your goals.



ORGANISE YOUR WORK

- ✓ Use digital calendars to plan your day.
- ✓ Make to-do lists and prioritise tasks.
- ✓ Break large tasks into smaller steps.
- ✓ Set reminders and deadlines.
- ✓ Keep your files and folders organised.



Good organisation leads to less stress and more results.



MANAGE YOUR TIME

- ✓ Plan your day and set priorities.
- ✓ Avoid distractions and stay focused.
- ✓ Use time management techniques like the Pomodoro method.
- ✓ Allow time for breaks and recharge.
- ✓ Review your progress and adjust as needed.



Manage your time well and you'll achieve more every day.



USE TOOLS THAT HELP

- ✓ Use tools like Microsoft 365 (Word, Excel, PowerPoint, Outlook) effectively.
- ✓ Collaborate using shared documents and online tools.
- ✓ Use cloud storage to access files anytime, anywhere.
- ✓ Automate repetitive tasks where possible.
- ✓ Explore productivity apps that work for you.



The right tools can save time and boost your productivity.



WORK SMARTER, NOT HARDER

- ✓ Focus on high-impact activities.
- ✓ Delegate when you can.
- ✓ Say no to tasks that don't add value.
- ✓ Keep learning and improving your skills.
- ✓ Reflect, review and keep getting better.



Smart work creates better outcomes and more opportunities.



COMMON PRODUCTIVITY KILLERS



Procrastination and delays.



Too many distractions.



Poor planning and no priorities.



Disorganised files and data.



Trying to do everything alone.



NEED HELP OR WANT TO LEARN MORE?

We can help you build your productivity skills with our resources, guidance and training. Get in touch with Drae & Dre Collective CIC for support.



VISIT OUR WEBSITE
www.draeanddre.com



BETTER SKILLS
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