Using Workflow Automation to Be More Productive
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Once upon a time, almost all business was done on paper. Even important events and deadlines were written down on desk calendars and task notepads. However, even though it was written down, it was very easy to forget one of these events or dates because there was no reminder unless the person happened to open their book and look.

Nowadays, we have the option of keeping all of our tasks, events, and deadlines in a digital format. While more effective, early software still was not infallible. As technology has progressed over the years however, it’s become more and more imperative to safeguard against important tasks, dates, and appointments falling through the cracks. Friends, welcome to the fantastic world of workflow automation!

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Thanks to Workflow Automation, Missed Emails Become a Thing of the Past.

How important is email to your business? If you’re like most businesses out there these days, the answer is probably “very.” If you’ve ever missed or forgotten an email from a client with an important request, then you really know how important email has become.

Sometimes, it’s even worse: you actually do receive the email, you forward it along to what you feel is the proper co-worker, and they miss or forget it. Then, when the client comes back to you asking about it, you’re left . . . clueless. That makes you look bad, your workflow look ineffective, and your business look incompetent. Fun.

No worries, workflow automation is here to fix the problem. Once an email comes in, it gets added to your automation software with any important dates included. So, even if you forward or reassign it to someone else, both you and the other party will receive reminders about the project. And if the client happens to call requesting a status update, you can quickly pull up the project and see where it is in the process. You could even opt for your client to be added to the process so they can check on the project anytime they wish! Now, how exactly did you live without this modern marvel before?

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Never Miss Another Deadline with Workflow Automation.

As we stated above, very few things are worse than a client calling you asking about a missed or lost email.

The operative words here are “very few things.”

What might be worse, for instance? How about a client telling you they absolutely, positively 100% MUST have a project completed and in their hands by a certain date . . . . . . and someone in your organization drops the ball?

Unacceptable. Can’t happen. Something like that makes clients take their business elsewhere. So what can you do to absolutely, positively 100% ensure that never happens to you? Once again, we’re bailed-out by workflow automation! Once that deadline comes in, you enter it into your software. Up until that project is due, you’ll receive occasional reminders about the deadline, as well as progress updates on the project. Seriously, you have to have ACP Technologies incorporate this in your office. Need another reason? Okay, here’s one more.

// ACP Technologies can quickly set up your office with the ideal workflow automation to cover all your needs. //
Workflow Automation Acts as Your Business’ Personal Appointment Secretary.

A client gives you a call and says they have a great project to discuss with you, and they think your firm would be perfect to handle it. They want to meet you this Friday to discuss it over lunch. “Great!” you reply.

Then, Friday rolls around. At 11am, you get an email from another client making a suggestion of where you should go to lunch today . . . for the lunch appointment you made with HIM the week before! Now you’re in a pickle. You have two clients both expecting to meet with you for lunch on the same day. What are your choices? Either send someone else in your place to one of the appointments -- which most clients hate, or ask for a raincheck for one of the appointments at the last minute -- which . . . most clients hate. Either way, you’re not in a good place, simply because of poor planning.

However, all of this wonderful drama could have easily been avoided with workflow automation. When your last client called in to schedule the Friday lunch appointment, your workflow automation software would remind you of the other conflicting Friday appointment, and you both agree to meet for lunch on Thursday. Crisis averted. Business run like a well-oiled machine. You’re golden.

What Else Can Workflow Automation from ACP Technologies Do for Your Business?

Besides all the incredible help listed above, our workflow solutions will also help you create a business process design that is customized precisely to your organization, keeping tabs over all projects, and with metrics which will help you keep an eye on efficiency. Workflow automation is very cool, it’s very helpful, and it’s very possible in your workplace. ACP Technologies can quickly set up your office with the ideal workflow automation to cover all your needs. We’re happy to help, and we’re thrilled your life will be easier from now on. Just remember: after you’re up and running with your new workflow automation, let’s keep the thankful hugs to a minimum. In fact, a hearty handshake will do quite nicely.