

## **Tech Gadgets that Can Bring Order to Your Day**

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There are some great technology gadgets on the market that not only improve efficiency but will also reduce paper consumption.

The key thing is to pick the right tool for the right need. Often we can get too many tech gadgets that we never use. But given the right tool, it can automate tasks and activities to reduce time and hopefully improve efficiency.

### **e-book readers**

Do you want time to read but just can't seem to find it in your office?

An e-book device is a device specifically designed for reading material. It can hold a large amount of reading material and minimize weight, especially if you like reading more than one book at a time.

They are very useful when you have a lot of white papers, reports and other PDF type documents to read and just don't get time in your office. It allows you to get away from your computer to a more conducive reading environment to concentrate and absorb the information.

The e-readers have easy search capabilities especially when looking for that one phrase, quote or topic. They also have the ability to take electronic notes or highlight text. The Amazon Kindle and the Sony Reader are good, basic e-readers and do well in bright sunlight. The Apple iPad can also be an e-reader with a lot more computer features and functionality.

### **Digital pens**

Tired of all those scattered meeting notes and tablets?

Another upcoming product on the market is the digital pen, which records electronically the movement of the pen on paper. It then can be connected to a computer and transferred into software that will display the notes or convert it to text.

This keeps an electronic running archive of all meeting notes, and you can discard the

paper tablets.

### **Mini laptops**

Ever need quick Internet access but don't want to lug your large laptop around?

These mini 10-inch laptops are economical, small and compact to travel with especially when you only need Internet access. They are also quite handy in meetings to take notes when a full laptop might feel too large and cumbersome.

Using a smaller laptop doesn't take away from the conversation or become a distraction. Acer and Asus brands are rated very well and usually cost less than \$350. For some individuals, they are using the iPad as a similar portable smaller computer.

### **Digital audio recorder**

Are you a slow typist, and does it take too long to type up notes or e-mails?

Consider using a digital recorder and record information verbally. You will also need an audio-to-voice recognition software such as, Dragon Naturally Speaking by Nuance. This will reduce time spent typing especially if you are a finger typer. Olympus has some of the leading brands on audio recorders however check your handheld device or iPad that might already have a recorder function on it or can be downloaded as a third party application.

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