



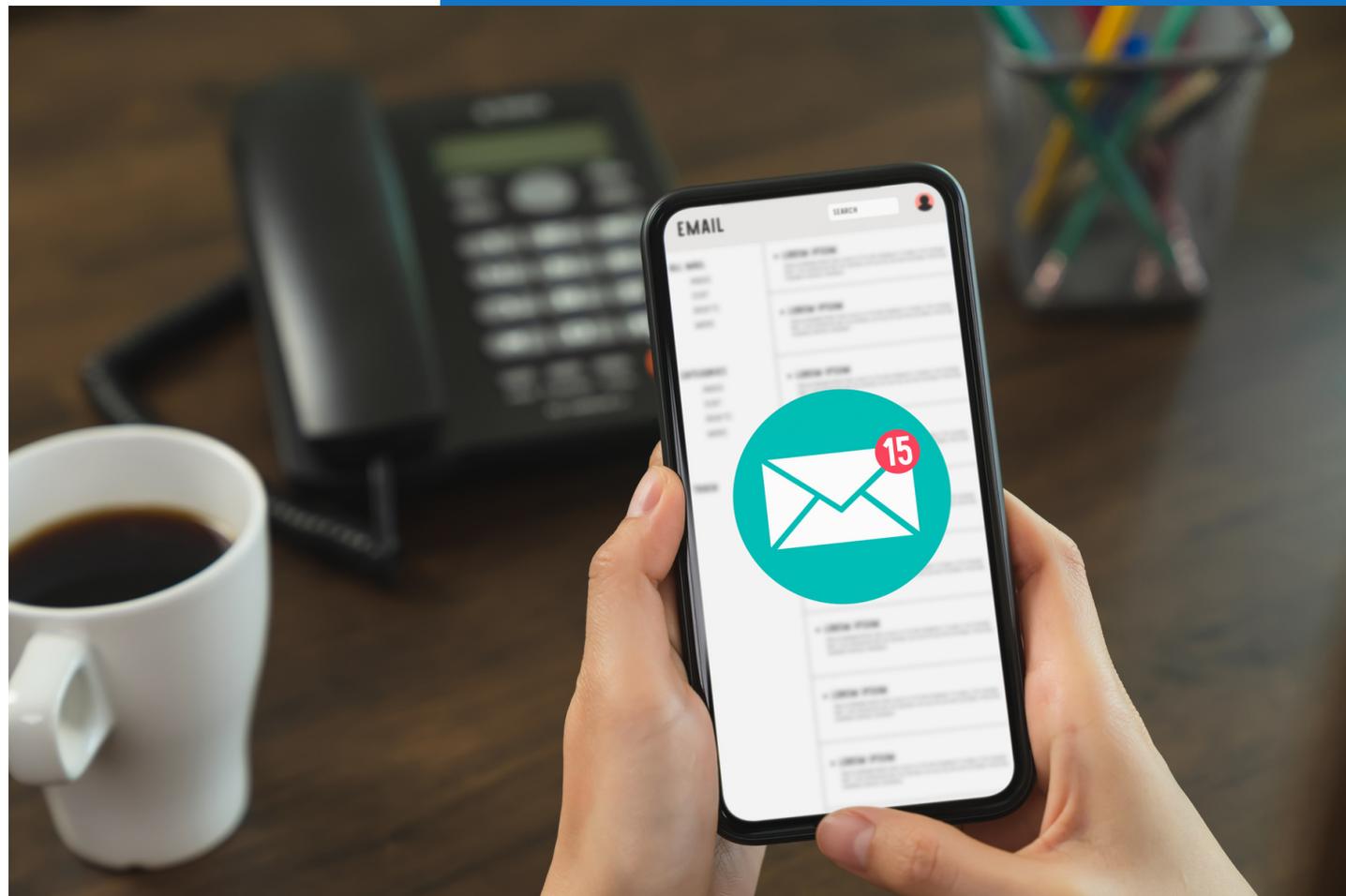
ARTIFICIAL INTELLIGENCE

PRODUCTIVITY TIPS

ADMINISTRATIVE

ASSISTANTS





Mail Management

If you're still getting mail the old-fashioned way, you're already behind the curve. Start getting your physical mail online using US Global Mail. Expect:

- Timely scans
- Checks deposited
- Secure shredding
- MUCH less paperwork





Collaboration

Leverage tools like Slack, Proofhub, or Google Docs that offer collaboration features to facilitate seamless communication and teamwork. You'll be able to share documents, delegate tasks, track progress, and more.





Time Management

Look for features like task prioritization, reminders, and scheduling, productivity tools like the ones mentioned here help administrative professionals effectively balance their many daily duties. They can allocate resources efficiently, meet deadlines, and achieve a better work-life balance. Top reviewed software includes Harvest, BambooHR, and BigTime.





Task Management

Online, cloud-based tools like [Trello](#), [Asana](#), and [Monday.com](#) provide administrative professionals with a centralized platform to manage and track tasks, set deadlines, collaborate with team members, and prioritize work effectively. Get to know the software with free trials and don't forget to read reviews for yourself!





Virtual Assistants

Virtual assistants like Siri, Google Assistant, or Amazon's Alexa, as well as AI-powered chatbots or voice-activated AI platforms like ChatGPT, can assist admins with tasks such as scheduling appointments, setting reminders, retrieving information, and managing calendars.



THANK YOU FOR READING

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