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**HOW TO WORK SMARTER,  
NOT HARDER**

# HOW TO WORK SMARTER, NOT HARDER



“Our customized services are designed to deliver solutions the way you want to work. You won’t waste anymore time on unnecessary tasks or lengthy processes that could be completed in a more efficient manner.”

Remember back to whenever you had a big assignment that took you forever to complete. It’s late at night and you’ve finally finished typing up those last sentences. You let out a sigh of frustrated relief because you’re done, you’re finally done. Then, the next day at work or school, your coworker or classmate (let’s call him John) notices that you look a bit tired and asks you what kept you up so late. You go on describing the long process you went through last night, and as you’re speaking, you see John’s face slowly bunch up into a confused expression until he finally interrupts you by saying, “You

know you didn’t have to do all that, right? There’s a much easier way that would have saved you so much time.” As he describes all the shortcuts he used, you slowly realize all of the time you could have saved and start getting frustrated with yourself, wishing you also had the tools to work smarter like John.

With professional services from [Affinity IT Group](#), we’ll provide your business with the tools you were missing. Our customized services are designed to deliver solutions the way you want to work. You won’t waste anymore time on unnecessary tasks or lengthy processes that could be

completed in a more efficient manner. We'll implement solutions that will enhance your IT infrastructure and enable you to automate certain processes, allowing you to achieve your business goals faster and with improved productivity.



## AUTOMATE SIMPLE TASKS TO SAVE TIME

At Affinity IT Group, one way we'll give you IT freedom is by helping you to achieve greater efficiency by automating certain aspects of your day-to-day workflow. Automation is when you program your technology to act a certain way without the need of human interaction or guidance. This can be anything from assigning emails to go out automatically at a certain time, or having a task list that is updated on its own to account for inventory or the completion of a specific type of task.

Automating tasks has a lot of benefits for businesses, such as:

- Reducing the need for additional labor
- Saving resources
- Increasing speed, quality and accuracy
- Reducing human error
- Improving instant communication
- Unlimited scalability
- Easy integration of various processes
- Improving organization
- Giving you back more time

That last point is probably the most valuable benefit that automation provides. The [Boston Consulting Group](#) found

that managers spend 40% of their time writing reports and 30% to 60% of it on coordinating meetings. How unproductive is that? When you don't have to worry about



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completing those small, time-consuming tasks anymore, your team will have more freedom and opportunities to be strategic, creative and really focus on larger business goals.

With automated professional services, you also don't have to worry anymore about laborious processes such as manual installations or individual system software updates. Leave that to our technology. All you have to do now is just focus on your work, not your IT.

## WORK HOW YOU WANT WITH A CUSTOM NETWORK

Generic IT solutions are a thing of the past. Your company is far too unique for that. Not only will professional services be able to automate tasks for you, but Affinity IT Group will also customize solutions and services to fit your company's unique needs. We'll design a custom infrastructure around your specific workflow to help you reach your business goals faster through efficiency and productivity. Anything from system updates, mobile devices, servers or workflow can be custom designed.





We'll begin by evaluating how you want to work, assessing your current infrastructure, then recommend certain services based on the needs we find and automate them to work towards your goals. Having a trusted, outsourced IT partner like Affinity IT Group has been well received. In fact, [31% of IT services in 2016](#) were outsourced, and this percentage is continually increasing. Why? Well, besides the customized care, having IT experts as a part of your team is a smart way to stay in the loop with the tech world and all the latest solutions. Having a managed service provider looking out for your

IT will also eliminate your need to worry about the health of your network, security holes, compliance issues or risk complications. Like we said before, with our professional services, we'll improve the pace and quality of your IT and improve your workflow so that you can focus on your business. It's no wonder that [72% of companies](#) are satisfied with their IT outsourcing process.

Ready to improve your company's workflow with custom, automated professional services? Affinity IT Group is ready to service your unique business needs and give you the attention you deserve while treating you like family. We truly believe that when you succeed, we succeed, and we'll help you get there by *working smarter, not harder*. What are you waiting for? Let's [get in touch](#)!



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