

# 3 Technology Tips to Put More Time Back in Your Day

As a property management professional, you have a lot to juggle: giving prospect tours, handling resident packages, running reports, and more. To keep up with your workload, use these three technology tips to put more time back in your day.

## 1. Use Mobile Apps

Take advantage of your technology partners' mobile apps to improve your efficiency. For example, you can use your property management system's app to check an apartment's availability while giving an apartment tour. If you're walking the property and have multiple keys checked out at once, use your key control provider's app to scan each key tag to easily identify keys. To update apartment listings and manage your online presence on the fly, use your marketing partner's app.

## 2. Reduce Time Switching Between Applications

According to a Cornell University study, people spend about 36 minutes a day switching between applications. To reduce that time, try these three tips:

- **Consolidate tasks.** If employees are already checking keys out from a key control system, have them use that system to clock in and out, manage work orders, and track resident packages.
- **Sync data between systems.** For example, by sharing data between your key control and property management systems, you'll have up-to-date information on keys, residents, and more.
- **Automate reports.** Having reports automatically send to your inbox means you won't have to log into a specific application to review reports.

Just by cutting down on switching between applications, you'll save valuable hours of productivity every day.

## 3. Manage Keys Electronically

If you're using an outdated key management method like a pegboard and manual logbook, implement an electronic key control system instead. The system will record key checkout or check-in details automatically so employees don't have to do it manually. With automatic text or email alerts and alarms, management will spend less time monitoring key activity as well. You'll not only increase productivity, but also reduce your liability by having a reliable record of who's used which keys and why.

If you have smart locks, you can even preprogram fobs and store them in the system to avoid programming fobs every time you need access to certain apartments.

You don't have to feel bogged down by repetitive tasks. When you put technology to work for you, you'll tackle your workload more efficiently.

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