4 Technology Tips to Put More Time Back in Your Day

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

1. Use a Package Management Tool

Handling the constantly increasing number of packages delivered to your office every day is a job in itself. There are several available package management solutions, such as locker rooms and off-site storage facilities.

If you don't want to reconfigure valuable office space to add lockers or force residents to go somewhere else to pick up their packages, consider a package tracking application with a handheld barcode scanner and digital signature capture pad. You'll be able to scan packages when they're received, and residents will automatically receive a text or email that their packages are ready to be picked up.

2. Use Mobile Apps

Take advantage of your technology partners' mobile apps to improve your efficiency. If you're like most people, you have your smartphone on you all the time. That means you can accomplish key tasks in the moment instead of having to wait until you're back at your desk.

For example, you can use your property management system's app to check an apartment's availability while giving a 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.

3. Reduce Time Switching Between Applications

A Cornell University study revealed that people spend an average of 36 minutes a day going back and forth between applications. After switching, it takes 9.5 minutes to get back into a good workflow.

To reduce this time, try these three tips:

- **Use one tool for multiple tasks.**

  If employees are already checking keys out from a key control system, use that same system for staff 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.**

  Scheduling reports to be emailed to you means you won't have to remember to log into a specific application to run or review reports.

Reducing the number of times you switch between applications will save you valuable hours of productivity every day.

4. 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 be able to manage your workload more efficiently.

To see how KeyTrak can help you save time managing keys, packages, and more, visit: keytrak.com/louisiana*.*