



Image by senivpetro on Freepik

Running a small business in Melbourne or Mexico doesn't have to mean a constant uphill battle against chaos and heavy eyes (that's where coffee comes in).

Whether you're dreaming of changing your workspace from a cramped closet to one of the [best serviced offices in Caulfield](#), or you want more time for things that matter to you, here are six tech-savvy moves to make your day smoother.

### 1. Cloud Storage

Paper is good. For your 3-year-old's colouring. No one wants their desk cluttered with piles of invoices, receipts, and contracts. Paper has become the enemy of time and organisation. Thankfully, technology has swooped in to save the day.

Tools like Google Drive, Dropbox, and OneDrive offer neat and secure storage. Different plans enable you to pay for the storage you need now and upgrade when applicable.

Say hello to:

-

Accessible from anywhere

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Folder organisation

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Automatic backups

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Team collaboration

Say goodbye to:

-

Spilled coffee scares

## 2. Automation

Your time is precious. Once you start with automation, the only looking back will be – man, I used to spend time on this  
?  
?

Say hello to:

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Scheduled social media posts (Buffer)

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Automated email sequences (Mailchimp)

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Bookkeeping and accounting (Xero)

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Workflow and task automation (Zapier)

Say goodbye to:

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Spending time on things that can be done while you sleep

These tools free your time and mental energy, so you can focus on [growing your business](#) and doing what you love.

### 3. Clear Communication

That awful feeling when a client gets back to you and says, “didn’t we end up agreeing on XXX for the price?” or “I told you I needed it by tomorrow.”

Whether you’re collaborating with freelancers or chatting with clients, clear communication is key.

Slack or Microsoft Teams are perfect tools for internal communication and cutting email back-and-forths.

Say hello to:

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Organised channels

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Group discussions

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Connects to other tools

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Control who sees what

Say goodbye to:

-

Email clutter

For client interactions, CRMs like HubSpot or Zoho are great for managing leads effectively, centralising client data, understanding client needs, and scheduling follow-ups. These platforms build stronger relationships, ensuring no important conversations slip through the cracks.

#### 4. Serviced Office Solution

[Working from home](#) may have become the norm, but a toddler shrieking during a meeting? Not ideal. A serviced office environment might be the solution.

Say hello to:

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Furnished workspace

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Meeting rooms and reception services

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Professional business address

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Flexible lease terms

Say goodbye to:

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Toddler interruptions

Let someone else handle utilities and maintenance, while you show up and do your thing in a professional setting.

### 5. Time Tracking

Ever feel like you're juggling nineteen things and then realise you forgot to bill for half of them? That's what happens without time tracking. Tools like Toggl and Clockify make time tracking easier than learning to juggle.

Say hello to:

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Accurate billing

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Track task completion

-

Aid performance reviews

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Boost workflow efficiency

Say goodbye to:

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Juggling skills

Some time tracking tools even include invoicing, streamlining your billing process.

## 6. Batching Tasks

Although not as tasty as batches of cookies, batching similar tasks is far more useful. Phone calls, invoice processing, client inquiries, social media content, [networking outreach](#), website updates – feeling out of breath?

Instead of switching between these different tasks throughout the day, group similar activities together. Block out an hour for client inquiries, set aside a chunk of time for creating content, or dedicate thirty minutes to social media engagement.

Say hello to:

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Mental clarity

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Visible progress

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Boosts efficiency

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Dedicated focus time

Say goodbye to:

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Procrastination devil fights

There you go – six actionable ways to inject some serious efficiency. Go get 'em!