



# Streamline Tasks with Workflow Automation



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We all want to make our work lives easier in some way or another – whether that's achieved through improving communication, organizing your tasks, removing unnecessary steps in your work processes, or getting more done in less time. Luckily, with workflow automation, you're able to do all those things, and more!

We've all heard the term "workflow" before. But do you truly understand what a business workflow encompasses? A basic workflow refers to the sequential steps in which a piece of your work goes from initiation to completion. Why is it important to have a streamlined

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## Why Workflow Automation Makes Sense for Your Business

Workflow automation means cutting out manual, time-consuming steps in your work processes and replacing them with more efficient, automated steps. By doing so, you’re able to:

### Save Time and Money

Manual processes can take up a lot of time, energy, resources, and money. Workflow automation sets your business up with software that coordinates all the activities and tasks of everyone in the organization to ensure the right people get the right information in real time. When workers are more productive, your business is more profitable.

### Achieve Excellent Communication

Have you ever been asked to do something, only to later forget about it and feel flustered when your manager asks about it? Miscommunication is one of the key causes of poor employee relations and discontent in the workplace. In fact, one of the main reasons why employees leave an organization is their perceived lack of communication. By automating



your workflow, you're able to provide a streamlined channel of communication so no one has to be told when it's "their turn" to complete something. On top of that, side projects and tasks don't get lost in the shuffle. Everything is put into an automated system, and you're alerted instantly when you're next in line for command.

## Gain Greater Insight

Workflow automation allows you to create an owner for each step of the process. That means approvals, rejections, initiations, completions, and inputs are all assigned to the individual in charge of that action. Tasks don't slip through the cracks or get forgotten. By having access and insight to who gets their job done quickly and efficiently, you're able to improve your processes for the future and distribute workloads accordingly.

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