



Spring Into Efficiency: Automating Everyday Tasks

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Automation helps create more productive and efficient workdays by reducing the need for manual, repetitive tasks. By understanding what automation is and where it can be applied, organizations can improve workflows and more effectively support their employees.

What Automation Is and Why It's Important

Automation is the use of technology to perform tasks with minimal human effort. Rather than performing each step manually, teams can set up machines, software, or systems to automatically complete the tasks based on rules, instructions, or data.

In business, automation streamlines processes for more efficient work and task completion. It also saves time and money, improves consistency and quality, and supports employee focus and satisfaction.

Everyday Tasks That Can Be Instantly Automated

Many everyday tasks in the workplace can be automated with minimal setup. These simple automations reduce repetitive work, supporting more efficient and productive workdays.

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"The faithful love of the Lord never ends! His mercies never cease. Great is His faithfulness; His mercies begin afresh each morning."

Lamentations 3:22-23

- **Email & Communication:** Create automated responses, convert messages into tasks or events, create reminders to follow up on specific emails, and unsubscribe from email lists.
- **Scheduling & Calendar Management:** Schedule meetings, send reminders, and handle calendar conflicts automatically.
- **Data Entry & Updates:** Automatically extract data from emails, forms, and documents to accurately input it into digital systems.
- **Documents & File Management:** Create, name, organize, store, and retrieve files for easier and quicker access.
- **Customer or Client Support:** Answer common questions, provide 24/7 support with AI generated chatbots, and transfer requests to the correct department to deliver faster, more consistent support for customers or clients.
- **HR & Administrative Tasks:** Streamline onboarding processes, time-off requests, employee training, and routine administrative tasks.
- **Marketing & Reporting:** Schedule and create content, generate reports, summarize performance metrics, and send notifications with special offers or reminders.

Helpful Note: These are just some of the tasks that can be automated in the workplace. The specific industry and department play a large role in what tasks can be automated. Slowly incorporating automation into the organization will help build confidence while creating sustainable and effective growth.

How Automation Supports a More Efficient Workday

Learning and applying automation tools are an important way to stay ahead in an industry. When used correctly, automation helps teams work smarter, more effectively complete tasks, and dedicate their time and energy to high-impact tasks. Below are impactful ways that automation supports a more efficient workday.

1. **Reduces Errors:** Automation creates a repetitive, consistent process to correctly carry out tasks. Unlike humans who are naturally prone to errors, automation identifies and eliminates mistakes before they become bigger problems.
2. **Easier Collaboration:** Automation can streamline communication among employees, encouraging a more effective, collaborative culture. It can even strengthen communication tools to further benefit these efforts.
3. **Increased Productivity:** Implementing automation reduces the time and effort spent completing repetitive tasks, increasing the overall productivity across teams.
4. **Save Resources:** Automating daily tasks allows employees to devote various resources, such as time and energy, to more significant priorities.
5. **Better Customer Satisfaction:** Automation improves the overall customer experience because the process is consistent, communication flows smoothly, and tasks are handled efficiently.

Automation Tools Many Teams Already Use

Many organizations already have access to powerful automation tools without realizing it. Within the Microsoft ecosystem, automation is built directly into everyday applications through Power Automate and Copilot. These tools help streamline tasks, improve collaboration, and reduce manual effort using platforms teams already rely on. The list below highlights these automated platforms many already use:

1. Microsoft Power Automate: Automates routine workflows such as transcribing meetings, sharing summaries, and creating tasks automatically.
2. Microsoft CoPilot: An AI powered assistant available across Microsoft applications that helps drafts emails, reports, and presentations, rewrite content for clarity and grammatical accuracy, summarize documents and email threads, and generate formulas.
3. Microsoft Teams: Automatically summarizes meetings, highlights key discussion points, and identifies action items to reference in the future.
4. Microsoft Planner: Creates tasks, organizes workloads, and tracks progress to support individual and team planning.

How Automation Improves the Employee Work Experience

Automation improves the employee's work experience regardless of company size. However, employees at small to medium sized companies typically wear multiple hats. Automation helps relieve pressure and workload, enabling them to perform their best. Here are a few ways employees experience these benefits:

- Reduces Daily Workload Stress: Automation handles mundane and repetitive tasks, limiting mistakes and removing the burden of workload pressures and stressors for employees. Automation can ultimately help prevent burnout.
- Supports Better Work-Life Balance: By automating tasks, employees are more productive and have additional time to effectively and correctly complete tasks. This prevents them from working overtime, providing a better work-life balance.
- More Creativity and Problem Solving: Building up the confidence to consistently apply automative tools allows more creativity and problem-solving skills in the workplace. This supports innovation and helps employees better leverage their gifts, skills, and expertise.

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Rather than being a replacement, automation is a supportive tool that helps teams deliver stronger results. By reducing repetitive tasks and improving consistency, it provides additional time to focus on higher-value work that supports customers and business goals. This continuously elevates the overall experience and functionality of the organization.

At Business System Solutions, we recognize the importance of automation by integrating it into our daily work. It's a practical way for us to continuously serve our clients at the highest level while preserving the human touch and relationships that remain foundational to our work. □

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