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G SUITE FEATURES THAT DRIVE EMPLOYEE PRODUCTIVITY

Learn about four G Suite features that help companies boost productivity and enable workers to maximize their output.



Introduction

Every business in every industry operates with their own procedures, and employees like to put their own stamp on how workflows are carried out. This means organizations will need productivity tools that can scale with their own growth, while also empowering employees to leverage them in a way that streamlines processes.

A Forbes study found that employees lose a tremendous amount of time working on tasks that are necessary for their role but don't really strengthen their company's competitive edge. With such a crowded marketplace, it's vital that companies invest in productivity-boosting tools that unlock teams' full potential. Here are four G Suite features that help companies boost productivity and enable workers to maximize their output.

1

Integrated and Interactive Email Functionality

We all dread the 'pings' and intrusive desktop notifications of new emails. For emails that don't require immediate attention, G Suite offers "Snooze," an efficiency-boosting feature that allows workers to temporarily remove emails from their inbox and set a future date and time of when that email will be re-sent to them. Snoozed emails will not appear in users' inboxes, but a left side panel enables users to see all snoozed messages.

To make scheduling easier, users can view the calendar and manage all events/meetings directly from a panel on the right side of their Gmail inbox. This saves users time by not having to open up Calendar in a separate window and cycle to and from the inbox.



2

Fast Access to Files and Data in Drive

G Suite also boasts features in Drive that help workers find and engage with documents faster than ever. When users click on the search bar, they're able to search for documents by file type, keyword, owner, top collaborators, or edit history. Additionally, employees can add filters that further refine their searches.

Further, employees can search for files based on certain criteria, such as file type or edit history. This is especially helpful for when users need to quickly find data to reuse, such as a sales chart that should be included in multiple documents. Users can also click on colleagues' names in Drive to see what files they've collaborated on together.



3

Quickly Create More Meaningful Data in Sheets

With the Explore feature in Sheets, fast data analysis can now be done in just three clicks. Simply highlight the data in your document, right-click on it, and click the Explore button. Charts and additional analysis will pop up, showing key trends highlighted by the data. The Explore button also helps users search through highlighted data.

Another feature helps users create more insightful Sheets. Similar to the above, simply highlight data and right-click it. Then click on Explore; users can then drag auto-generated charts, formulas, and pivot tables into the file.



4

Auto-Update Data Within Slides and Sheets

G Suite also includes features designed to quickly make Slides and Sheets more visually appealing to audiences. Create a chart in Sheets using the Explore feature. Then, copy the chart by selecting the three vertical dots in the upper right corner of the chart.





To paste this copied chart or table into Slides, simply open a deck and right-click to paste. Next, click the “link to external data” feature. The chart or table is now a living, breathing item in both your Slide and Sheet. When a change is made to any piece of data, it will automatically update in both files. This ensures all data is current and accurate and helps users spend more time innovating, not worrying if they’ve updated the info in every location.

With these time-saving features, organizations can be assured that their workforce has the right tools to increase productivity and efficiency. Users can do more – from scheduling meetings to developing smarter product decks – from one screen, rather than continually open up new windows or manually update information.



About SADA

SADA is a global leader in providing business and technology consulting services that transform organizations. Founded in 2000, SADA has proven expertise in enterprise consulting, cloud platform migration, custom application development, workplace transformation, cloud managed services, and change management. As a Google Cloud Premier Partner with multiple Specializations, SADA has gained global accolades and awards including the Google Cloud Global Partner of the Year for 2018 and 2019. SADA's team of certified experts help enterprises modernize by providing innovative cloud solutions to accelerate digital transformation leveraging the entire Google Cloud portfolio.



“ We were encouraged by the positive responses from employees when we announced we were going Google. We knew it was going to be a major change management effort to go to a new collaboration platform. Working with Google and SADA Systems, in one weekend in November we took 23,000 users live, and a total of 28,000 users live globally within six months. ”

Mike Crowe | CIO, Colgate-Palmolive

A Few of Our Clients

