Digital Tools make us More Productive or Less Productive at Work?

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Abstract – Technology has influenced virtually each side of our life. In fact, we cannot imagine each day without the gadgets from Smartphone's to laptops. With the evolution of technology, numerous digital tools emerged to work neatly. However, the question is whether or not these digital tools facilitate and being additional productive or simply wastes our time at work. I actually have created on-line survey type to lift the opinion of the responders that what they have faith in digital tools whether their advantages or drawbacks. In line with the responses received from respondents, a number of them area unit said that these digital tools create their work easier; they're creating them additional productive at work because it helps them to prevent their time and in less time they're able to do additional work or additional calculations. A number of the responder's area unit said that those digital tools area unit creating them less productive and these tools area unit creating them lazy as there's less possibilities of doing exertions and that they are getting additional hooked in to these tools. This study can assist you to investigate what area unit the facts that we are able to bear in mind to create a conclusion regarding digital tools makes us additional productive or less productive.

Key Words: Digital tools, productive, students, employees

1. INTRODUCTION

[3]Digital tools area unit an enormous trend these days, used on a daily basis .Their quality encompasses everything from social media to websites, for instance, Facebook, YouTube, and Google Apps and little doubt there are a unit tons of return within the future . Digital tools area unit programs, websites or on-line resources which will build tasks easier to finish. Tons of those are often accessed in internet browsers with no need to be downloaded, and you'll be able to access them each reception and in work. Digital tools have vital blessings for creating processes a lot of consistent, secure, efficient, and effective.

As establishments support employees and students across a broader vary of geographies with a broader set of wants, the case for digital solutions solely grows for instance, a video or producer app is taken into account a digital tool which will be accustomed facilitate to produce a show to assist make a case for an inspiration they are learning .Alternative digital tools and resources includes data processing documents, Slide presentation software system etc..

2. ADVANTAGES OF DIGITAL TOOLS

1) 24/7 Access

[4]With the assistance of technology, 24/7 access is feasible. This 24/7 access will facilitate organizations communicate anytime and anyplace with none limitations. Employers will support their workers, answer their queries, and address their considerations whenever they need. With that same, 24/7 access will facilitate organizations communicate anytime and anyplace with none limitations. They will give support to customers, answer queries, and address any considerations on the go.

2) Easy communication

[4]With the assistance of digital tools, we will contact anyone, in spite of wherever they're. Organizations that are growing and attempting to expand internationally knew the importance of communication as helpful contacts could be anyplace within the world. There are several digital tools that facilitate folks to own straightforward communication. As an example, through the utilization of Wi-Fi, communication through electronic communication, calling, and video line of work may be done simply. Once the moment access to communication is feasible, corporations will increase the productivity with none hindrance. The rise in digital tools has stuffed the gap of communication that individuals skilled within the 80s and 90s. With the increase of social media websites and apps like Slack, Skype, and WhatsApp, businesses will currently communicate 24/7.

Imagine recent means that of communication, like communication mail wherever you had to attend for the mail to be delivered and receive a reply. Moreover, contacting somebody on the subscriber line was conjointly quite difficult, because the handiness of the person was unsure.

3) Productivity standing

Though digital tools are indubitably helpful, they're fully dependent on smart net affiliation to create them work effectively. However downside the matter is that if there's a nasty net affiliation or if any technical problem occurred, productivity would instantly decline. What to say? This is often the age wherever productivity and technology are thought-about as twin brothers.

Not solely that, with the full net at our fingertips, it's simply to become distracted. All folks apprehend all right that once we go online to social media, time flies. One tiny notification

from social media apps simply lock our attention and pull us into another world wherever we have a tendency to waste productive hours of the work day, having not done something however scroll.

4) Revenue Growth

As an example, if AN accounts manager has got to prepare monetary statements for an entire year manually, what are the consequences? There are variety of probabilities of human error whereas adding or subtracting numbers.

On the opposite hand, if an equivalent accounts manager utilizes tools like QuickBooks or Sage, the possibilities are fewer to none for any error. Imagine if an equivalent factor applies to the full organization. Admit the amount of productivity which will be achieved, provided each worker is supplied with relevant tools to assist complete their job.

5) Scheduling Tasks

There are thousands of tools and apps that assist you keep track of your necessary tasks. Missing a crucial task at a precise time means that a large loss to the corporate. Imagine that you just had to dispatch a parcel at twelve noonday however were unable to try to therefore on time as a result of another engagements. In the end, you lose the shopper furthermore as cash.

However, on the contrary, digital tools assist you keep track of your necessary tasks. Trello, Todoist, and MyLifeOrganized are a number of the tools which will manage your list, rate them and apprize you on the go.

6) Securing Sensitive information

Sensitive information in today's digital era may be a huge concern for monetary establishments and enterprises. Organizations that collect information need to be terribly careful because the loss of information may result in security crises. Especially, if the organization is exploitation Winchester drive or USB to store information, it'd be susceptible to viruses, malware, and hacking.

Digital tools have somehow expedited enterprises to store information firmly. Google Drive, Drop box and Amazon Drive are a number of the tools which will be accustomed store information furthermore as proportion with the passage of your time.

7) Networking Capabilities

Networking capabilities and opportunities have enlarged with the increase in digital tools. Corporations will connect with anyone operating within the same business or approach potential purchasers curious about their merchandise or services. As an example, Twitter and LinkedIn are wide standard to create connections. It doesn't need any cold line of work or emailing, simply connect and say your word.

Before the emergence of those tools, imagine however tough it had been for business folks to attach with the influencers and potential customers. They'd to fulfill nose to nose with an additional price in grips if they resided outside the city or country.

8) Remote Access to PCs

With the evolution of technology, managing multiple devices has gone heaps easier. As an example, skinny purchasers assist you and your workers to access virtualized desktops and applications in VDI environments with zero time periods and most productivity. You are doing not have to be compelled to pay extra cash on maintenance of devices or cooling instrumentality.

3. HOW DIGITAL TOOLS HAVE AN EFFECT ON PRODUCTIVITY

- Too several applications will hamper the productivity

On a day after day, a median person solely wants four to five applications. However, the time spent on helpful activities is curtailed by 0.5 since individuals tend to waste their time on social media applications. No matter period of time is allotted, the person gets distracted with social media notifications and spends time on it solely. The time streaming on social sites has consumed the time that ought to be spent on doing one thing productive. Digital tools build America stray from work simply.

- Digital tools facilitate in generating additional revenue.

[4]There is such a big amount of wide out there applications that facilitate individuals generating additional revenues. However, with such a big amount of applications, it becomes quite tough in choosing a trustworthy easy app. way over everything is dangerous, so is that the time spent on digital tools.

- Privacy considerations

It's become a lot of more durable to possess personal privacy within the digital world and that is on high of the risks of your personal information being taken or oversubscribed. As an example, everyone has the power to require photos and video footage on their mobile, then post it on-line. Employers will explore for folks on-line and perhaps notice unflattering pictures, or see those expressing moot opinions in social media or blogs. Digital cameras watch and record our movements publically place. Minor indiscretions will currently haunt a personal always once they are announcing on the web. Dominant your personal data is extremely tough and typically not possible.

- Work Overload

Many fashionable staff pay their days making an attempt to stay up with the many emails that they're sent weekly, all of that need reading and a few of that need replies or action. Texts from colleagues within the evenings or on the weekend will mean that folks ne'er totally escape work. Organizing the immense quantity of digital knowledge no inheritable in some jobs, like the minutes of conferences, coaching videos, images, reports, and directions, May also is an enormous headache.

- Job Insecurity

[4]It accustomed be that you simply had to be physically gift at a geographical point to try to employment, however currently several work tasks area unit performed remotely via the net. Meaning a 3rd World employee during a low wage economy will undercut you and take your job. More and more, humans are not required in any respect for several tasks, as computers step by step replace them. Driving and delivery jobs, as an example, can disappear presently as vehicles become automatic.

- Overreliance on Gadgets

[4]Reliance upon mobile phones, computers, and alternative digital gadgets has become common. Many of us have all their contact info, images, texts, and alternative personal info on their phones. If they lose them, or the appliance breaks or runs out of power, then they're in bother. Basic living skills, like finding one's approach round the streets of a city, are replaced by taking directions from a GPS system.

- Longevity

[4]Digital gadgets usually have a brief time period and become archaic comparatively quickly. Because the technology advances at a pace, devices and machines quickly become unusable as a result of their currently seen as too slow, or incompatible with alternative devices, or they need merely been outdated by newer, higher versions. This creates tremendous waste and unskillfulness, as older digital devices area unit discarded once not helpful. It may also become terribly high-priced for users once you need to upgrade each few years to a replacement device.

4. METHODOLOGY

The online survey methodology was used for study. A structured form was ready and distributed among teams, families and friends. Form was enclosed as responder's occupation, types of digital tools, advantages and disadvantages of digital tools, examples of digital tools also their impact and the future scope.

- Data Analysis and results

1) Responders Profile

The first question that I have a tendency to asked responders is concerning their "occupation".

As shown in Table. 1, total 62 responders have taken participation in survey. As per the survey, most (54.80%) of the responders were employees, students counted as (45.20%), this generated information indicates the various opinions on the idea of their occupation.

Table -1: Responder's Profile

Responders Profile				
Sr.no	Profile	Classification	Total	Percentage
1	Occupation	Students	36	54.80%
		Employees	27	45.20%

2) Awareness about digital tools

The next question that I have asked responders is concerning "Are you aware about digital tools?"

Digital tools are programs, websites or on-line resources which will create tasks easier to complete. Those will be accessed in internet browsers while not having to be downloaded, and you'll access them each reception and in work.

These tools may facilitate employees and student to show and to develop their higher study and work habits and time management. These questions helped to understand the percentage of awareness about digital tools among them.

As shown in Table. 2, the information that I have collected from survey indicates that majority (91.90%) responders are aware about digital tools; merely (4.80%) responders said that they are not aware about any digital tools and (3.30%) responders were not sure. This knowledge indicates that however digital tools can grow additional within the future.

Table -2: Awareness about Digital Tools

Sr.no	Awareness	Responder	Percentage%
1	Yes	57	91.90%
2	No	3	4.80%
3	Not sure	2	3.30%

3) Using digital tools or not?

The next question that I've asked responders is regarding the "Do you uses digital tools for your work?"

Nowadays digital tools are the important part of our day to day work life. But there can be some of the people that are not aware about digital tools and may be they don't use

these digital tools. To know how many people use digital tools we had tendency to ask responders that they uses digital tools or not.

As shown in Table. 3, With the information received, it shows that majority with (98.40%) responders uses digital tools in their day to day work life, that shows that there are far better possibilities to grow digital tools like varied engaging and useful digital tools From all the responders, only 1 communicator says he/her don't use digital tools.

Table -3: Using Digital Tools or not?

Sr.no	Digital tools uses or not?	Responder	Percentage%
1	Yes	61	98.40%
2	No	1	1.60%

4) Types of digital tools used in the work

The next question that I have asked responders is concerning "What are the types of digital tools do you use?"

The options that I have a tendency to give them are Digital graphic media tools, Digital communication tools, Digital learning tools, and Digital document management tools, Remote working tools, Content sharing digital tools, Project management Tools. The responders had to settle on between those choices.

I have measured their purpose of using digital tools by allowing them to settle on multiple choices. As per the Table.4, the study disclosed that the 62% bulk of individuals uses digital graphic media tools, (53.20%) uses digital communication tools, 35.50% folks uses digital learning tools, (43.50%) uses digital document management tools, (38.70%) uses remote working tools, (59.70%) for content sharing digital tools and (51.60%) uses the project management tools.

Table -4: Types of Digital Tools used in work

Sr.no	Types of Digital Tools	Responder	percentage%
1	Digital Graphic Media Tools	39	62%
2	Digital Communication Tools	33	53.20%
3	Digital Learning Tools	37	59.70%
4	Digital Document Management Tools	22	35.50%
5	Remote Working Tools	27	43.50%
6	Content Sharing Digital Tools	24	38.70%
7	Project Management Tools	32	51.60%

5) To check distraction factor

The next question that I've asked responders concerning "Does this digital tools meant to be distraction?"

As our main goal of analysis is to search out how much place confidence in these digital tools, however they use it or however it's helpful. To measure the attention or the distraction caused by these digital tools I actually have asked our responders that using these digital tools distract them in their work .I have given them four choices like yes, no, and unsure.

As shown in Table.5, among all the responders majority with (65%) responders said that do not get distracted by using digital tools ,(11.30%) responders said that they are getting distracted by using digital tools (17.70%) wasn't certain regarding using digital tools, it's an excellent sign that additional and additional people are taking right amount of advantage from these digital tools and they are not getting distracted by them and they are using them only for improvement of their work. .At time and technology will increase I'm certain, the remainder of the people may get like these digital tools and will not get distracted by these tools.

Table -5: Digital tools distract us or not?

Sr.no	Distraction	Responder	percentage%
1	yes	40	65%
2	No	4	6.00%
3	Not Sure	11	17.70%

6) Disadvantages of digital tools

The next question that I've asked responders regarding "What are the disadvantages for using digital tools?"

From, on top of observations I've got conclude that almost all of the individuals uses digital tools. To understand regarding what proportion they are facing disadvantages by using digital tools, I have measured their disadvantages of using digital tools by allowing them to settle on multiple choices as shown in Table. 6, in keeping with the information that I have received (6.50%) responder's responses to job insecurity, 27.40% said that work load increases by using digital tools also 66.10% responders said that they are getting dependent on the digital tools for every work, 35.50% said that they are facing privacy problems by using these digital tools.

Table -6: Disadvantages of digital tools

Sr.no	Duration	Responder	Percentage%
1	Job insecurity	4	6.50%
2	Work overload	17	27.40%
3	Overreliance on gadgets	41	66.10%
4	Privacy considerations	22	35.50%
5	Longevity	24	38.70%

7) Advantages of digital tools

The next question that I've asked responders concerning "What are the advantages of using digital tools?"

There are totally different types of digital tools out there on-line .It's up to the people's selection that what reasonably digital tools they desires to use .There are different advantages of using digital tools. To check out what are the advantages are people getting,

I actually have given responders a allow to settle on multiple choices to grasp what kinds of advantages they are getting by using digital tools. From Table.7, as per the information collected, most of the responders i.e. (62%) responders responses to flexible choices, (48.40%) responders responses to 24 hours availability,(41.90%) responses to Its fun, (35.50%) responder said that it saves time and energy , (33.90%) said that it improves engagement, (32.30%) responses to connected learning , and rest (16.10%) responses to accurate calculations.

Table -7: Advantages of Digital Tools

Sr.no	Advantages	Responder	Percentage%
1	24 hours resources	30	48.40%
2	Flexible choices	39	62.00%
3	Connected Learning	20	32.30%
4	It's fun	26	41.90%
5	Accurate calculations	10	16.10%
6	Saves time and energy	22	35.50%
7	Improves engagement	21	33.90%

8) Digital Tools usage

The next question that I've asked responders regarding "Which digital tools they use?"

There are numerous standard digital tools out there on-line. They're growing day by day and serving students and employees to learn simply and responsively. I actually have given them some kind of choices of digital tools based on the different categories of digital tools that are quite popular. They are permissible to decide on multiple choices.

From the collected information in Table. 8, it shows that 61% responders uses Microsoft teams for online communication purpose, (32.30%) uses PicsArt for graphic design, (11.30%) uses GoogleDocs tool for document management purpose, (1.60%) answerer uses Adobphotoshoot tool, and remainder of the (40.30%) responders uses different helpful digital tools. To understand additional of regarding totally different digital tools that responders uses, I had mentioned a separate question additionally like "what are the opposite digital tools does one use?"

Table -8: Usage of Digital Tools

Sr.no	Which digital tools you Use	Responder	Percentage%
1	PicsArt	20	32.30%
2	Adobe Photos hoot	1	1.60%
3	Meet	20	32.30%
4	Microsoft Teams	38	61.00%
5	GoogleDocs	7	11.30%
6	test book	15	24.20%
7	Other apps	25	40.30%

Table – 9: shows that other than the given options, what all are the digital tools that responders uses.

Sr.no	Other Apps
1	Cloud storage
2	Accounting tools
3	Classroom
4	Zoom
5	My Homework
6	Hubspot
7	PC cloud
8	iPad
9	Proof Hub
10	SharePoint
11	Zoho projects
12	Airtable
13	Project Documentation

9) Effectiveness of digital tools

The next question that I've asked responders regarding "Do you feel these digital tools are effective?"

Digital tools offers benefits such as quick access to information, diverse ways of learning, contextual learning, control over own learning, support and encouragement therefore it is very effective. As per the Table. 10, In terms of effectiveness, almost (25.80%) of respondents find digital tools very effective whereas (32.30%) of them find it effective. (19.40%) of them find it somewhat effective, (16.10%) respondent has not a clear idea and they were neutral and (6.50%) responders were not sure.

Table -10: Effectiveness of Digital Tools

Sr.no	Measure of Effectiveness	Responder	Percentage%
1	Effective	20	32.30%
2	Very effective	16	25.80%
3	Somewhat effective	12	19.40%
4	Neutral	10	16.10%
5	Not sure	4	6.50%

10) Impact of mobile learning applications

The next question that I've asked responders relating to "Does these digital tools make us more productive or less productive at work?"

Digital tools make it easier for us to have interaction and collaborate towards establishing a strong on-line community. This is, in fact, one in every of the most important blessings of digital tools because the ancient method of working usually lacks any quite collaboration. To know more about whether this digital tools make us more productive at work or less productive,

We have a tendency to ask individuals concerning integration of digital tools and most of the individuals (69.40%) responders feel that it makes them more productive at work while (1.60%) responder's responds with not sure and (29%) responders feels that digital tools make them less productive at work.

Table -11: Measure Impact (More Productive or Less Productive)

Sr.no	Impact Factor	Responder	Percentage%
1	More productive	20	69.40%
2	Less Productive	16	1.60%
4	Neutral	10	29.00%

11) Future scope

The next question that I've asked responders concerning "Do you feel a lot of and a lot of digital tools ought to be introduced within the future?"

I have asked responders regarding what's their opinion regarding these digital tools; ought a lot of digital tools to be developed in future? As a response seen in Table .12, there on (72.60%) responders feel that, a lot of digital tools ought to be introduced in future, while (3.20%) responder's responds with no and (24.40%) responders were neutral.

Table -12: Future Scope

Sr.no	Future Scope	Responder	Percentage%
1	Yes	20	72.60%
2	No	16	3.20%
4	Neutral	10	24.20%

5. CONCLUSIONS

The purpose of the analysis was to provide an outline relating to the standard of digital tools in work whether or not it's for workers or for college students. As per the responses received I even have terminated that, employees have higher job satisfaction, associate degreed report an overall higher sense of well-being. Even if innovative digital tools facilitate to accomplishing the tasks, it additionally has the potential to decrease our productivity levels. Moreover, the usability of a digital tool additionally depends on the sort of user and also the nature of labor that must be done. However, one should use caution as over-reliance on specific digital tools could downgrade our previous productivity, creativity, or potency levels.

On a mean basis, associate degree worker within the IT sector must work across 4-5 digital tools.

There's little doubt that technology has allowed to accomplish a lot of in our jobs. However among this realm of technology exists a gray space of digital tools which will or might not result in an equivalent quite line of work accomplishment we've traditionally seen? This gray area, composed of tools like social media is very multi-faceted; every tool has the potential to extend or decrease productivity. Paid and free digital tools are on the market on desktop or mobile devices but, if we tend to don't select the correct one for our business then we'll be wasting our time. This relies on the type of work you have got to urge done. There are all varieties of tasks that need you to figure expeditiously and effectively, thus you would like tools that may accelerate your advancement and provides you the required result.

We reside within the twenty first century, however although we tend to were living in times of yore while not the pc or the web, we might be exploitation tools to assist us with daily chores. For instance, these days we tend to use keyword analysis websites to get your hands on relevant search knowledge .Thus tools have forever return handy, the sole challenge is to pick one that assists you with the particular task.

You need digital tools for email selling, managing groups, social media, visual planning, program optimization and link building. Tools change bound aspects of our tasks and it becomes fairly straightforward to urge the work done. Thus I feel that digital tools will extremely return handy provided we tend to learn to use them properly.

6. ACKNOWLEDGEMENT

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