2021: Adapt and Move

Digital transformation & IT Technology as leading trends in our workplace

Technology changes so rapidly that it is easy to feel lost among the different tools. In 2020, we were obliged to embrace an entirely new way of working, which included the management of various digital tools, platforms and software in our daily lives. It is fair to say that last year we were able to smoothly explore this digital part of our lives, or even resist some of these changes because we were hoping to come back to our 'normal routine' at some point in the year. It has become clear that in 2021, embracing this digital transformation is no longer optional. COVID-19 has forever changed our way of working, whether we like it or not!

If you are struggling with this adaptation process, fear not; we have compiled five tips that may help you better navigate this digital transformation:

1. **Google your questions in your own words**
    Some people feel that they need to use the correct 'technical term' for their IT problem in a Google search to retrieve the correct answer. In fact, if this sounds familiar to you, you would be surprised by the number of people who share the same concern but who still ask their questions using their own simple, non-technical words. So go for it! You will be happily surprised.

2. **If you have a question, it is 99% probable that someone else has asked the same one**
    Does that make you feel more special or less special? The truth is that the Internet opens an unlimited source of information to you that you can consult: Forums, YouTube tutorials, articles, documents, etc. And the IT community is one of the nicest and most proactive on the Web. So come on in, the water's lovely. Do not be afraid to try new sources of information.

3. **Always verify the date of the sources that you are consulting**
    Technology evolves rapidly, and what you are reading today might not be applicable tomorrow despite being relevant three years ago. Whether you are looking at a video tutorial, reading the comments in a forum or downloading a manual, please make sure to find the date to the information was published so you know if it is recent or if you should dive in with caution.

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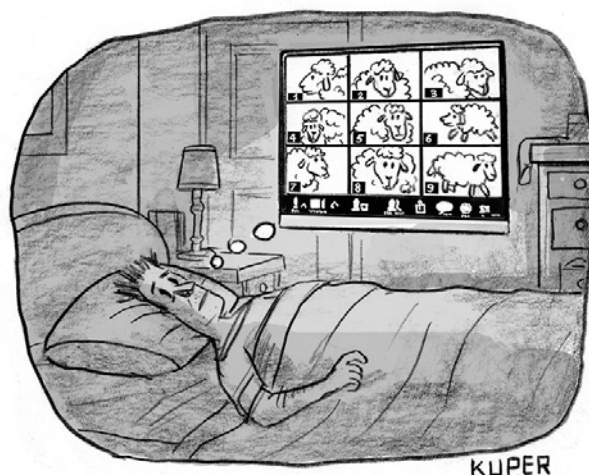
4. **Technology is there to help you**

   And you are not obliged to use every single digital tool that exists just because you have access to it. Maybe you do not need a team Microsoft Teams, or you do not want to share your minutes using OneNote. And that is ok if technology is disrupting an already well-established workflow. What is not ok is using 'tradition' to resist change, even if technology can help you to improve processes.

5. **Experiment**

   The IT UX team has a SharePoint site that we like to call 'The Trash SharePoint'. Whenever we watch a tutorial, we go there and experiment with what we have learned. This step is the most important of the five, and the one that will help you to manage a tool. It does not matter how many tutorials you follow; you will need to practice. Please make sure to create your 'safe spaces' also to do the same.

And last, but not least, have fun! Change is inevitable, it is up to you to decide how to face it. 😊

More information: Knowledge Base, Tips and User Guides from the OIE IT Portal

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