

Without a way to share and collaborate on important documents our employees are wasting their time and our company's money. Because our employees are spending their time simply trying to manage multiple copies of the same document, they are focusing less on creating value for the customer as well as the company. By implementing Google Docs into our business, we can eliminate these problems. By using Google Docs', our employees will be able to work collectively on any document and improve the productivity of our organization.

Google Docs is an online based application that can either be used alone, or in conjunction with Microsoft Office. One of Google Docs' key capabilities is the ability for its users to work together online and edit the document in real-time. This will improve the way that our employees work together and share important documents. Another capability of Google Docs is the ability to create and access your documents from anywhere. Since all documents are in the cloud, you can access your files from any computer in the world. This will give our employees more flexibility when accessing and editing files. Google Docs also gives you the option of who you want to share certain files with and what privileges that they have with any given document. This gives the user control over who to collaborate with and also the ability to keep files private if desired.

With all of these capabilities, Google Docs can greatly improve the productivity of our company. Google Docs will allow our employees to complete projects faster and more efficiently, giving them time to complete important tasks and eliminate backload. Also, having all of their files hosted online will allow our employees to work with anybody no matter where they are in real-time, which would reduce time spent on retrieving documents individually. Giving our employees the ability to easily share and collaborate on projects will increase our company's productivity. Investing in Google Docs is the fastest and easiest way to accomplish these improvements.

### Works Cited

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