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Subject: What Does Workflow Optimization Mean For You?

End-to-end workflow optimization is the key to any business's success. Workflow is an encapsulation of the time it takes to get work done and the process by which it is accomplished. Several businesses still have workflows made up of manual processes, presumably adopting an "if it ain't broke, don't fix it" mentality. [Forbes'](#) Insights survey found that digitized workflow processes improve the employee experience by cutting out manual processes and inefficiencies that would otherwise hinder output.

A sudden outage, employee shortage, or missed step can result in time delays and rework if your workflow has silos or manual processes that are better off automated. Before you know it, a mere inefficiency can bring operations to a crashing halt. Examine how your workflow is either providing results or dropping the ball before it becomes a fait accompli.

Let's look at all the factors that impact your workflow:

- **Work Force:** Every workflow adapts to its work force, as people develop habits and systems working day-to-day. This [chapter](#) on organizational workflow explores the effects of workflow analysis on the clinical staff of a hospital. Role definition is crucial in analysis, as employees are often performing tasks outside their job title's purview, like a nursing staff that has taken on administrative functions. These instances can start small but begin to pile up over time. Though this seems efficient, it culminates in less time devoted to their responsibilities, as their focus is split between patient care and clerical operations.
- **Technology:** We use technology to make logging and performing work simple. Purchasing, updating, and training your team on a new software product can be a costly headache, so workflows are inundated with [legacy systems](#). Technology evolves rapidly, so legacy systems run the risk of being obsolete before your team can learn them, let alone maintain them.
- **Budget:** Time is money: The longer a task takes from generation to completion, the more debilitating it is to your operational budget. Companies pursue cost-cutting, budget-friendly approaches by purchasing a variety of products and trying to integrate them into their own unique system. It may work for a time, but if even one variable changes, it makes the system susceptible to data silos, redundancy, and countless other inefficiencies.

Instead of finding a "one size fits all" product, find a partner to integrate a strategy with your existing setup. Incyte is a solutions company – we look at what isn't working and find the best way to make it work with minimal growing pains. Update a legacy system, implement Spearhead (our own workflow optimization product), or even just put an outdated product out to pasture.

If you analyze your workflow and it comes up short, initiate steps like clear task assignments, role descriptions, and end-to-end transparency to clarify your processes and maintain success. If taking this step on your own seems daunting, consider taking it with us.

Thank you for your continued support,

Incyte Energy Solutions