

12 Hacks Every Business Professional Needs to Know



The power of automation

With the proliferation of messaging channels, it can feel almost impossible to stay ahead of things at work. Discover 12 hacks you can use to stay on top of your work, streamline your workday, and focus your attention where it's needed most.

Power Automate is a service that helps you create automated workflows between your favorite apps and services. It can help you streamline your day by automating routine tasks, sending you custom notifications, synchronizing files, collecting data, and more. To make it even easier, Power Automate lets you connect to more than 200 of your favorite apps and services.

Try some popular preconfigured templates to get started. Here's a list of templates or "hacks" we recommend for giving yourself a quick productivity boost.

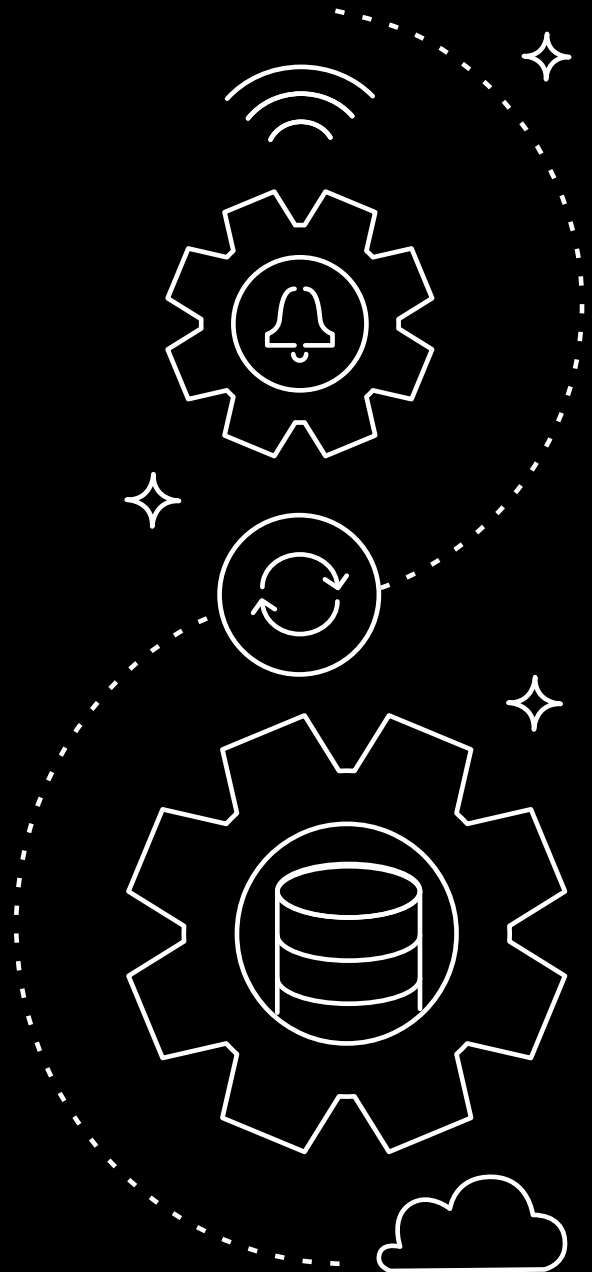
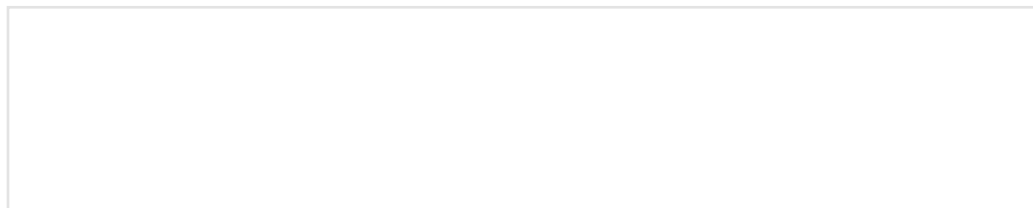
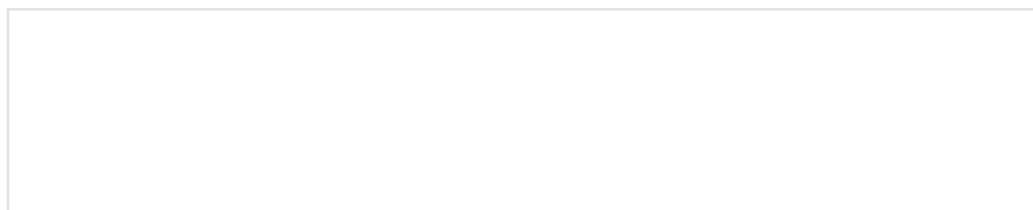


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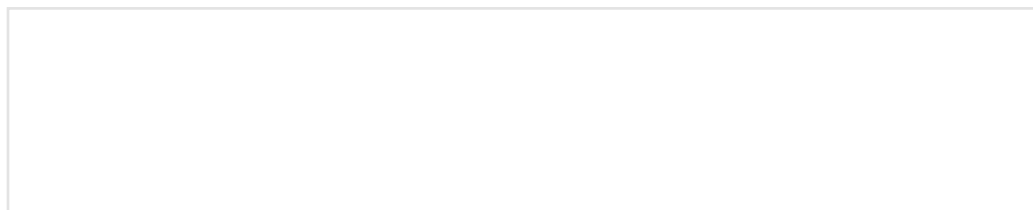
Get a head start on your day

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Stay on top of your workload

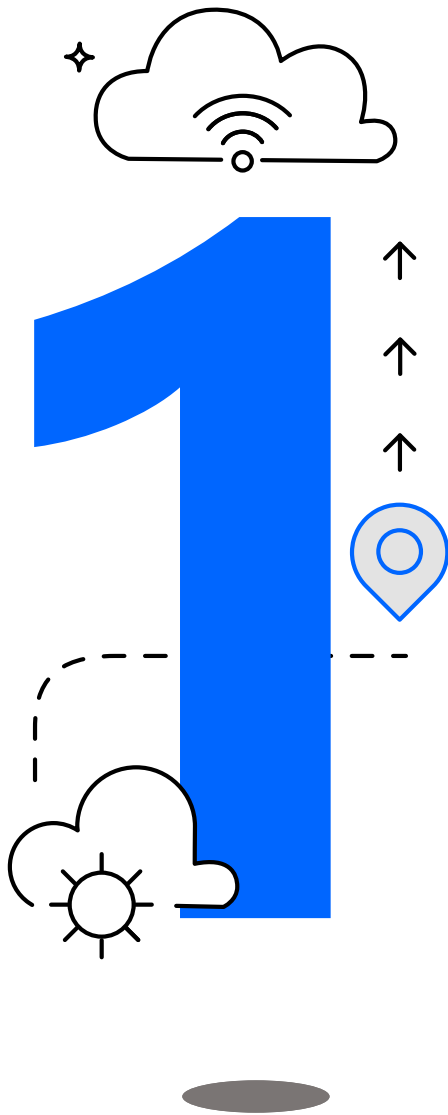
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Keep your finger on the pulse of social media

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Get a little help on the go

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Get a head start on your day

Hack 1: Automatically get weather forecasts

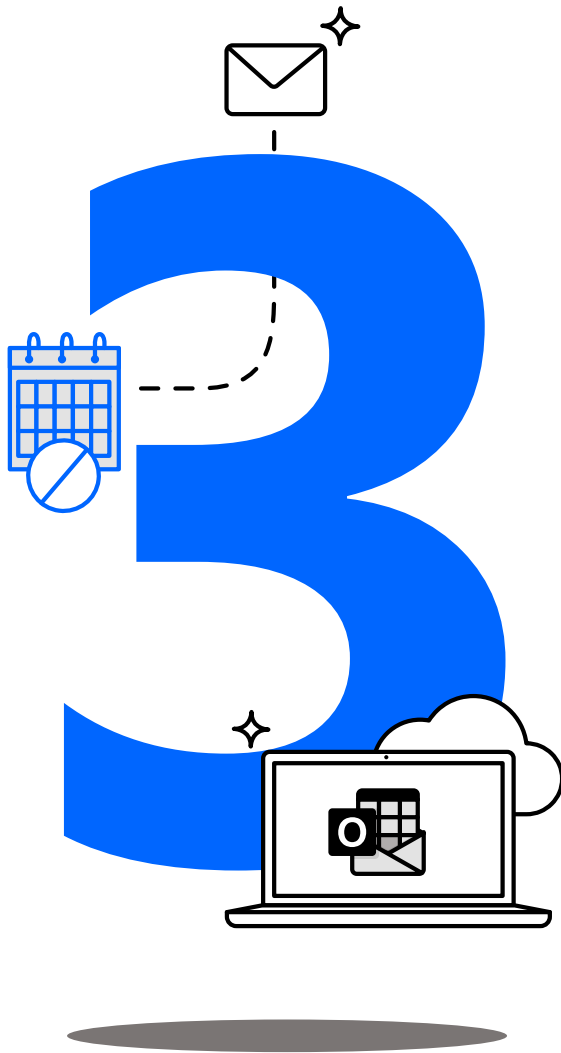
**Begin your day with
an automatic weather
forecast for your
current location sent
to your mobile device.**



Get a head start on your day

**Hack 2: Receive an alert
when traffic clears up**

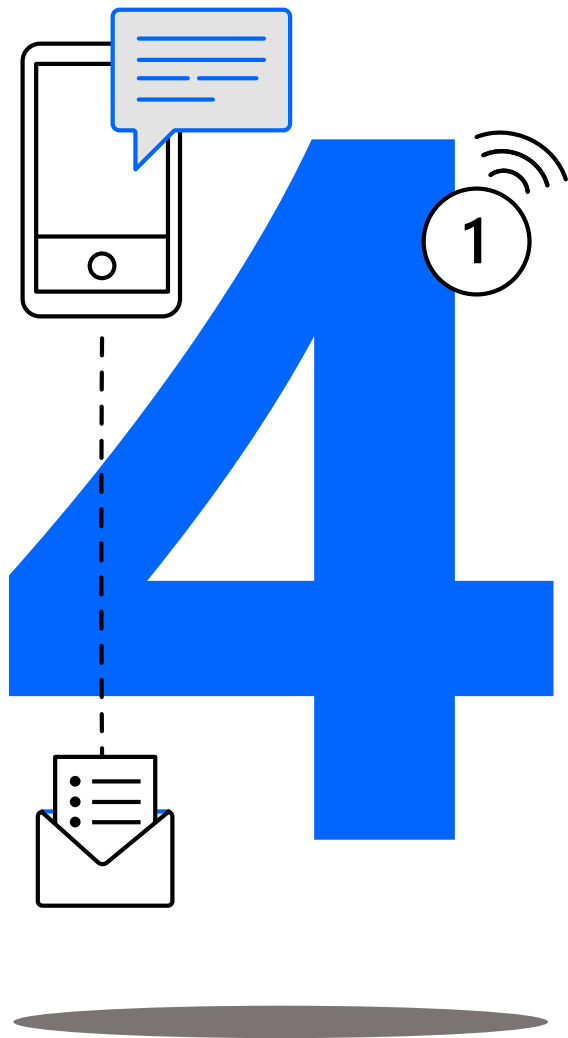
**Want to know when to
head into the office or
when to head home?
Get a notification when
traffic clears up for your
daily commute.**



Get a head start on your day

Hack 3: Send updates when you're out sick

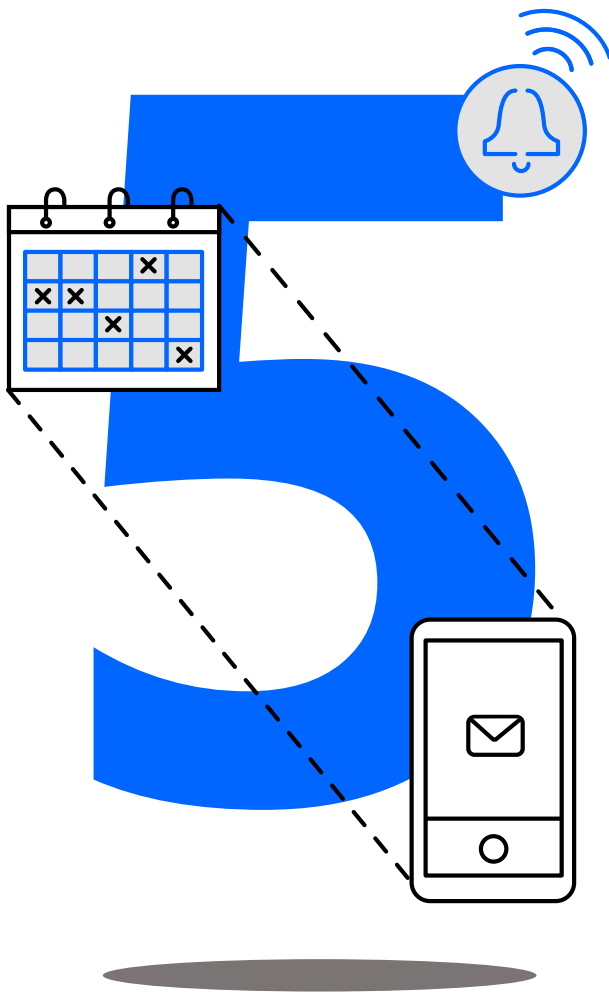
If you wake up not feeling well, you can rearrange your day quickly, emailing colleagues you're out sick and blocking your Outlook.com calendar.



Stay on top of your workload

Hack 4: Get a text when your manager emails you

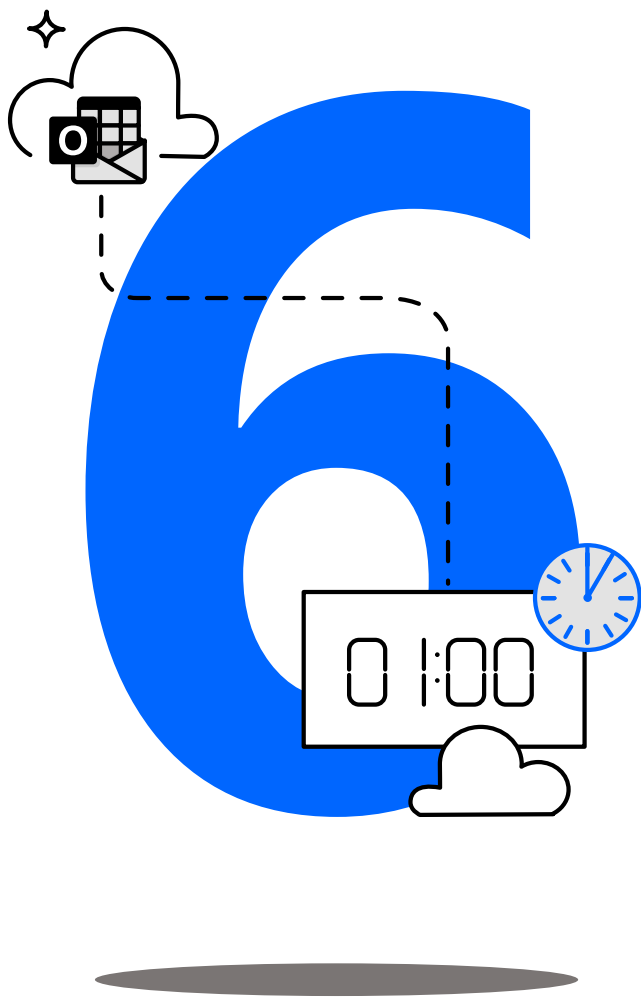
High volumes of email
can feel overwhelming.
Get a push notification
and SMS text when
your manager emails
you or prioritize other
messages automatically.



Stay on top of your workload

Hack 5: Get notifications for canceled meetings

Before you head out the door for a meeting in another building or location, wouldn't it be nice to know if the meeting has been canceled? You can automatically receive a push notification for canceled events so you don't have to double-check every time.



Stay on top of your workload

Hack 6: Block your calendar for focus time

Sometimes you need a little uninterrupted time to concentrate and focus. Here's how to tell the world "No meetings" for the next hour by automatically blocking out your Outlook.com Calendar.



Keep your finger on the pulse of social media

Hack 7: Twitter keyword alerts

Try setting up an [alert via email](#) when a new Tweet appears with a certain keyword that you specify.



Keep your finger on the pulse of social media

Hack 8: Instagram comments via email

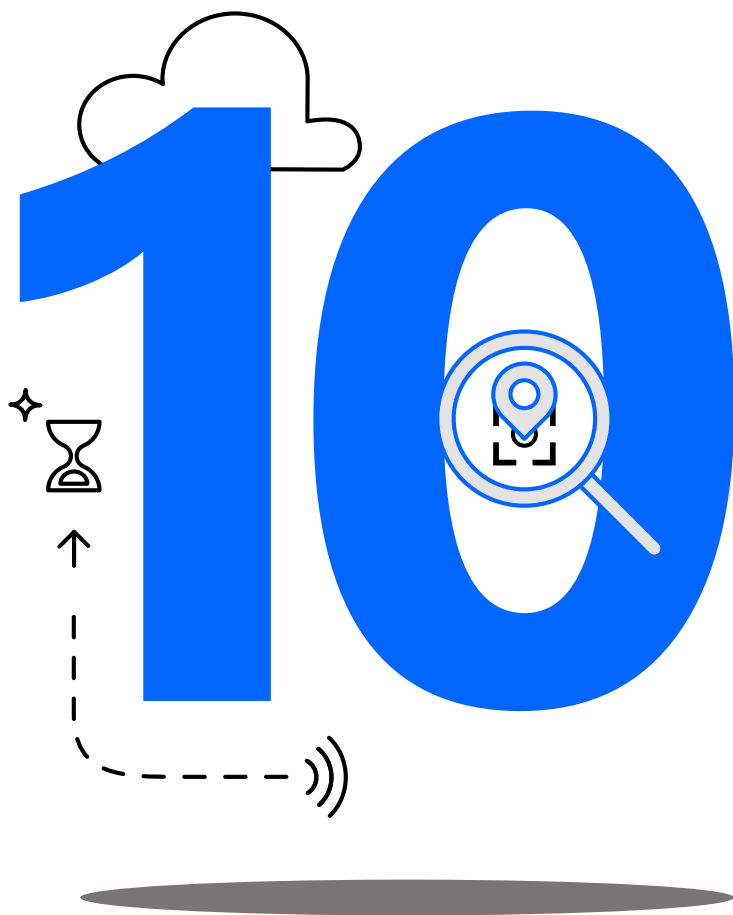
You can set up a
daily email that lists
all of your company's
Instagram photo
comments for the day.



Keep your finger on the pulse of social media

Hack 9: Automatic YouTube notifications

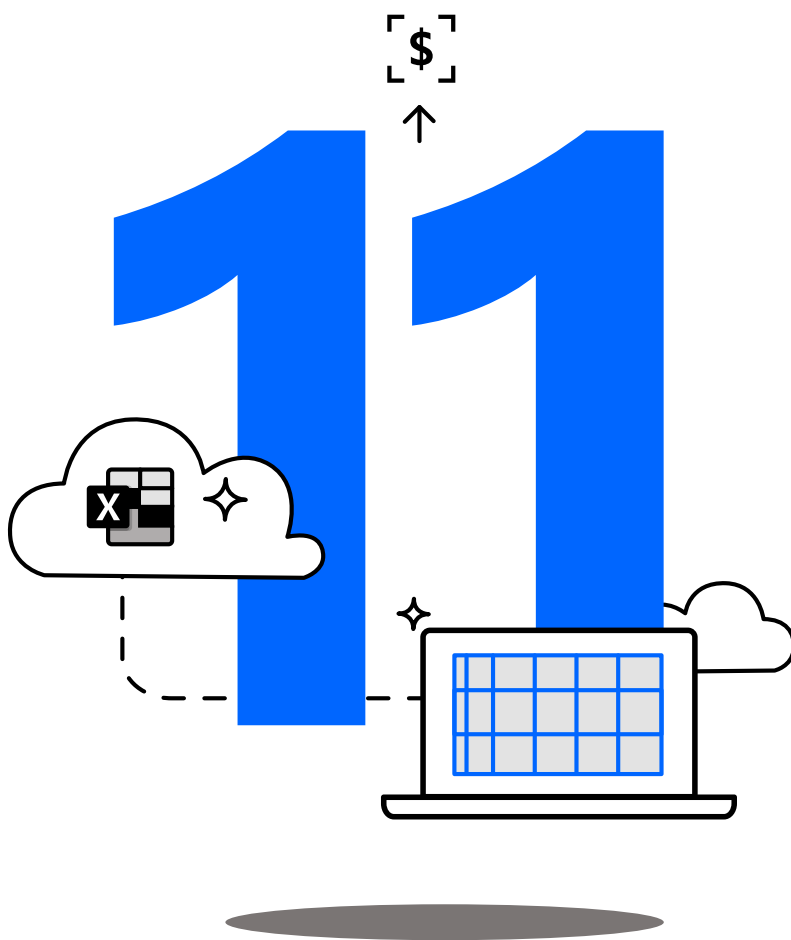
When a new YouTube video about your company goes live, you can know about it with [an automatic notification](#).



Get a little help on the go

Hack 10: Send a note when you're running late

Quickly let meeting participants know you're running late. Before the email goes out, you can review who's in the meeting and add a comment to the notification email.



Get a little help on the go

Hack 11: Track time and location

If you need to track your time when you're meeting with customers or clients, here's how you can automatically track your location and the time you spent working.



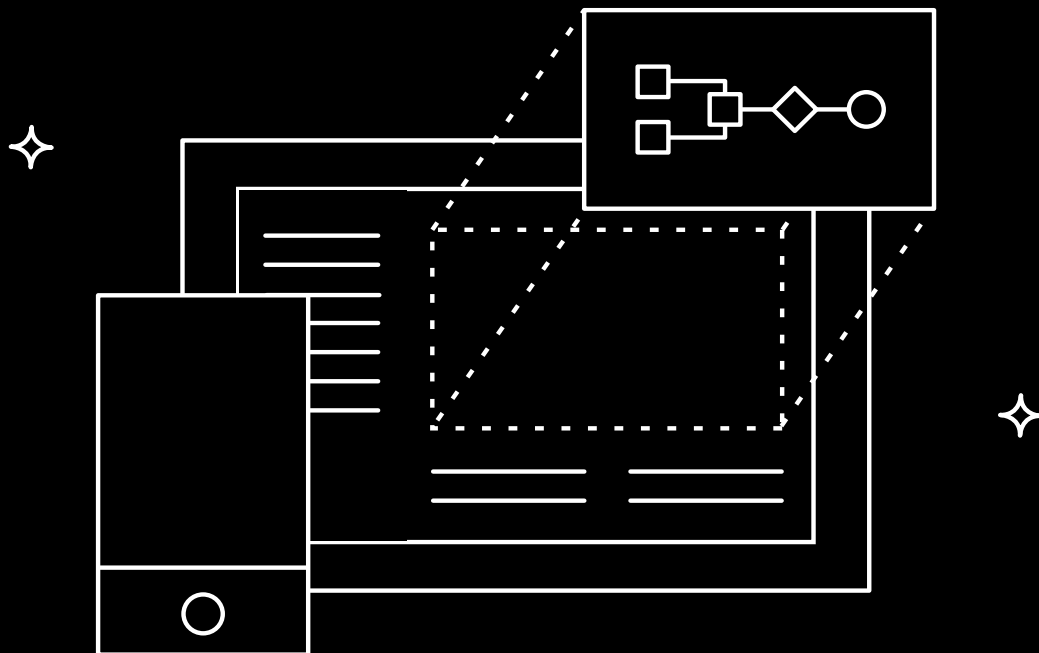
Get a little help on the go

Hack 12: Track your expenses

Here's how you can [track your expenses](#) in an Excel Online (Business) spreadsheet. The user-friendly interface prompts you to enter information and attach a photo of the receipt and then automatically aggregates the information in Excel.

Getting started

These preconfigured templates make it easy to get started automating everyday tasks with Power Automate.



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