

Match your task to your device

Use this matrix to help you make sensible decisions about how you carry out certain work tasks.

	 Phone	 Tablet	 Laptop	 Laptop/tablet with stand and separate mouse and keyboard	 Office desktop computer
Reading emails/messages	✓	✓	✓	✓	✓
Reading documents	✗	✓	✓	✓	✓
Short text/email responses	✓	✓	✓	✓	✓
Keeping up to date on the go	✓	✓	✓	✗	✗
Searching the Internet	✓ Short periods only	✓ Short periods only	✓ Short periods only	✓	✓
Directions on the go	✓	✓	✗	✗	✗
Voice inputting	✓	✓	✓	✓	✗ Can be distracting
Document creation	✗	✗	✗	✓	✓
Watching webinars	✓ Short webinars	✓	✓	✓	✓
Conference calls	✓	✓	✓	✓	✗ Can be distracting
Note taking in meetings	✗	✓ Short meetings	✓	✓	✗ Unless set up in room
Spreadsheet creation	✗	✗	✗	✓	✓

Wherever you go to work, try to find the best set-up possible for the tasks you need to carry out. Realistically, you won't always be able to achieve the perfect workstation. When in doubt, move regularly and don't spend too long on one type of task.