



Gary Knott
*Better data,
better decisions,
📈 better results*



Save hours of work in Excel

SWIPE





The need for speed

Formula 1 pit stop times have been dramatically reduced over the years by following a set of six principles.

I have adapted these to Excel.

If you follow them, I estimate that you can easily save 10% of your time working in Excel.



If you worked full-time in Excel, that would mean you would save four hours a week or 22 days a year... WOW!

FIND OUT HOW



1. Be prepared



Learn and set up the following:

-  Excel shortcuts - these will enable you to quickly complete many simple tasks.
-  Quick Access Toolbar - always visible icons enable quick complete of tasks, especially useful when there is no shortcut.
- ⚡ Automation - for multi-step repetitive tasks, set-up Power Query, an office script or a macro to automate the actions.
- ✨ Add-ins - search for and install suitable add-ins which enable you to efficiently carry out useful tasks.

NEXT PRINCIPLE



2. Use precise locations



- Desk - keep a clear desk with only the essentials on it, all suitably positioned.
-  Keyboard - ensure your keyboard is placed so that you can easily use shortcuts.
-  Mouse - ensure your mouse sits ready for easy access by your dominant hand.

NEXT PRINCIPLE



3. Follow a standard procedure

For each task that you commonly perform, decide what your ONE method is: select this based upon speed and convenience, ideally:

-  Keyboard shortcut (if available)
-  Quick Access Toolbar
- ⚡ Automated solution - Power Query, office script or macro
- ✨ Add-in

In this way, you also save thinking time, which speeds up your work some more.

NEXT PRINCIPLE

MAKE PERFECT



4. Practise, practise, practise

As the building site worker said to the old lady who asked, “How do I get to Carnegie Hall?”

“Lady, you gotta practise!”

Use your keyboard shortcuts and your Quick Access Toolbar as often as possible to make their usage second nature.

In your work, practice common tasks such as navigating, selecting, formatting, inserting, copy and pasting.


NEXT PRINCIPLE






5. Adapt the equipment

 Keyboard shortcuts: Learn new ones, as necessary.

 Quick Access Toolbar: Amend as necessary to speed up your work, e.g.

- add missing but commonly used commands
- remove unused commands to reduce clutter
- change the order of the commands so they are logical sorted & quick to find.

 Automation: Amend your Power Query, office scripts or macros, as necessary.

 Add-ins: Research, install and try out new add-ins.

NEXT PRINCIPLE 



6. Never stop looking for waste

Strive to learn new functionality and tricks and tips to save you time.

Review tasks that you commonly perform but which take you time and try to identify improvements e.g.,

- reduce the number of actions needed
- use a new shortcut or a new button on your Quick Access Toolbar.

WRAP-UP

The principles

1. Be prepared
2. Use precise locations
3. Follow a standard procedure
4. Practise, practise, practise
5. Adapt the equipment
6. Never stop looking for waste

KEEP SWIPING



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