

# The 15-minute IT checklist that frees up your week

## A checklist for IT teams



Want to know how to turn real IT trends into everyday wins? Based on insights from our 2025 global IT trends and priorities survey, this checklist highlights the challenges IT teams face and the priorities they're setting. We've distilled the findings into practical actions designed to help you save time, reduce stress and manage IT more effectively.

### **1** Get stronger security without the extra hours

The survey respondents spotlighted cybersecurity as the biggest challenge (49%) and also their top priority (43%), with backup and recovery close behind. IT leaders know it's not just about stopping threats — it's about bouncing back quickly when they strike. Here are five things you can do to make your defenses stronger without increasing your workload.

Automate patching to close vulnerabilities without hours of manual updates.

Apply the 3-2-1 backup rule with immutability to cut recovery time when incidents happen.

Test data restores monthly to avoid delays and surprises during real outages.

Use incident response playbooks to act quickly and consistently during an attack.

Centralize monitoring and reporting to save hours otherwise spent jumping between tools.

**2**

## Cut routine work with AI

IT professionals ranked AI just behind security as a top priority, with 28% planning to use it to improve end-user productivity and 27% to boost IT efficiency. Here's how you can use it to save time and ease your workload:

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Automate ticket triage to prioritize and route requests instantly.

Predict system issues with AI-driven maintenance alerts before failures occur.

Find answers faster with AI-powered search in documentation and knowledge bases.

Use chatbots for self-service to handle routine end-user requests automatically.

Generate reports automatically with AI to save time on data collection and formatting.

**3**

## Make integration work for you

Disconnected tools create extra steps, wasted time and greater risk of errors. As IT teams manage more endpoints across hybrid environments, seamless integrations are essential for saving time and reducing complexity. The survey data showed that one-click remote management is now the most valued integration, and the number of respondents using automation from documentation nearly doubled to 13% from 7% in 2024.

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Use one-click remote endpoint management to resolve issues faster.

Run automation scripts directly from IT documentation.

Connect monitoring alerts with ticketing for instant action.

Link backup with recovery workflows to cut downtime.

Consolidate reports into a single dashboard to save hours on data gathering.

**4**

## **Make small IT teams deliver big impact**

This year, 55% of organizations reported having fewer than 500 employees, up from 46% last year. Those with fewer than five IT staff also rose to 36%, compared to 31% in 2024 — yet revenues held steady, pointing to a growing trend toward leaner teams. If your organization is experiencing this shift, here are some ways to keep IT management simple and effective.

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Consolidate tools into unified platforms to reduce context switching.

Schedule automated health checks so systems flag problems before users notice.

Create a shared knowledge hub so answers are always one search away.

Automate onboarding and offboarding so new hires and exits don't take hours.

Outsource non-core tasks (like payroll or HR) to free IT for strategic work.

**5**

## **Keep work-life balance on track**

While 77% of IT professionals are satisfied with their work-life balance, 13% expect it to get worse — nearly double from last year. The difference often comes down to whether teams are making use of automation and AI. Here's how to maintain balance while keeping IT work manageable.

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Automate routine account management to avoid delays with user provisioning and deprovisioning.

Use predictive AI alerts to catch issues before they turn into after-hours emergencies.

Automate compliance checks to prevent audits from becoming late-night work.

Automate software updates to keep maintenance from piling up.

Set alerts wisely to prevent false alarms from wasting time.

## A smarter path for IT teams

Instead of juggling disconnected tools and manual work, smart IT teams are finding a better way. Our survey shows that the ones saving the most time and reducing stress are leaning on automation, AI and seamless integrations.

The checklist above gets you started, but the right tools take you further. You need solutions that are fast, modern and built to work together. That's where Kaseya 365 Endpoint comes in.



Check out this eBook, **Work smarter: The IT pro's shortcut to efficiency**, to learn more about how Kaseya can help your team.

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