

# Why Should I Dictate?

Many colleges do not teach one of the most effective ways of improving your productivity: dictation.

Proper dictation can dramatically improve productivity of key personnel.

The average computer user types at 33 words per minute, 19 words per minute for composition tasks. The average person speaks at 200 words per minute for standard conversation; trained dictators can speak significantly faster.

If the average person dictates information instead of composing it themselves, this is nearly a 10x faster method than typing the letter.

How much time do your highly paid users spend on documentation and correspondence? Is this a good use of their time or should administrative staff be handling this? How many more clients could your professional users see with this time?

## Consider this example:

Minutes per day composing typed documentation: 30  
Composition typing rate: 19 words per minute  
Words composed in 30 minutes: 570

Dictation rate: 200 words per minute  
Time to dictate 570 word composition: <3 minutes  
Time saved: 27 minutes per day

Work days per year: 260  
Time saved per year: 117 hours  
(260 days x 27 minutes/day)

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