

The “-ize” Have It: Take Your To-do List to the Next Level with These Helpful Tips

Take your to-do list to the next level by considering the following tips.

Centralize – If your to-do list is spread among different locations, you’re losing perspective and time. Find your favorite format—whether that’s a phone app, text document, or pen and notebook—and keep everything in one place.

Itemize – Itemize your to-do list with clear actions, such as “outline board presentation” or “practice board presentation.” Each item on your to-do list should be something you can actually do.

Optimize – If a task is not the best use of your workday, find someone else whose skills and time are a better fit. Then, delegate and follow up.

Prioritize – Willpower declines as we progress through our day, so ask yourself what the critical activities are—not just the ones that are easiest to cross off your list—and prioritize your tasks.



The Value of an MPS Assessment

Having an understanding of your print environment and its associated costs through a Managed Print Services (MPS) assessment is the first step to streamlining your fleet, maximizing efficiency, and decreasing spending by up to six percent of your annual revenue.

Collect: In an assessment, your chosen vendor will gather and review usage data for each of the devices in your fleet. Standard operational information is collected, and this type of usage data helps your provider perform a cost analysis to determine how much printing costs your business.

Analyze: The value in print assessments is realized by how you and your print vendor use the data outputs of the assessment. By analyzing the assessment results, your vendor will be able to make recommendations for value-added factors that resonate most with business owners, including enhanced productivity, cost savings, and improved security.

Implement: A dedicated provider will develop and implement a print strategy that suits your unique business needs. This strategy will help your company leverage a standard office practice like printing, enabling you to achieve increased productivity and security, while enhancing your bottom line.

Think on Your Feet: Top Tips for Keeping Cool under Pressure

Take a deep breath. Don’t work yourself up and let anxiety build because you don’t know the answer, and don’t feel pressured to answer right away. Instead, take a deep breath and relax. Staying calm allows your brain to focus on the issue at hand, rather than manage its fight-or-flight response to your anxiety.

Ask for the question to be repeated. Sure, this tactic can be viewed as buying time, and in a way it is. However, it’s more about fully understanding what’s being asked of you in order to provide an appropriate response. It also provides an opportunity for the questioner to rephrase the question, adding specific detail and clarity to what is being asked of you.

Review and stop. Over-explaining tends to be a side effect for some people who feel pressured in stressful circumstances. So, restate your main point, review its supporting evidence, and stop talking. Note that there will be silence when you’re done. Resist the urge to fill it with more information!

KELLY
office solutions

Contact Us Today!
Ph: 1-800-34-KELLY
contact@kellyofficesolutions.com
www.kellyofficesolutions.com

Document Management: Essential Best Practices to Ensure Success

The explosion of digital technology has provided countless benefits to today’s businesses. With Document Management, you have unprecedented power to manage, store, and access your digital business documents. Following a few best practices will ensure that you make the most of your investment in a Document Management solution.

Develop a smart metadata strategy – Not unlike paper documents, without a smart system, digital documents can become unwieldy piles of data. With Document Management, accessing a document is facilitated by what it is, rather than where it is. This means that each file should have all pertinent data properly indexed in order to be found, such as customer identification, dates, project names, and other keywords. Systems with smart, relevant metadata strategies make it easy to search, display, and organize documents.

Optimize procedures for digital processes – When moving to a Document Management strategy, you should do more than just convert paper processes—you should transform them. By taking advantage of Document Management’s capabilities for notifications, routing, approvals, and other streamlined workflows, you’ll eliminate inefficiencies that stem from paper-based thinking.

Assign meaningful user permissions – One of the top benefits of Document Management is improved security, but this feature is meaningless if there’s no distinction among who is permitted access to sensitive information. This is especially true for confidential data that’s linked to certain company departments, such as human resources, legal, and accounting. Unnecessary exposure means unnecessary risk, so be sure to maximize Document Management’s security capabilities by establishing different viewing and editing permissions based on data type and user. Ultimately, each user should only be able to access data that is relevant to them.

Train, train, train – All the features in the world are useless if your teams don’t know how to use them, so thorough training is the cornerstone of Document Management. Include system orientation and training as part of your onboarding processes, and ensure employees have the skills they need to take advantage of these tools. Fortunately, there is an abundance of training material available both online and through your business technology vendor that makes it simple to train your teams without reinventing the wheel.

Document Management can be a powerful addition to any business’ toolbox, and following these straightforward best practices will ensure that you make the most of it. **Contact us today to learn more about Document Management solutions for your business.**



Based in Winston-Salem, North Carolina, Kelly Office Solutions is locally owned and operated, and has been servicing the Triad since 1947. Kelly Office Solutions is proud to offer a wide selection of copiers, printers, digital duplicators, fax machines, and multi-use systems. With three of the most reputable digital imaging companies backing us — Savin, Canon, and Konica Minolta — we can evaluate your needs and provide the solution that fits. Whether you are looking for a small black & white copier, or a full-scale networked color multi-use system, our sales team can show you how to get the most out of your digital imaging investment.



Call us today for a free consultation:
1-800-34-KELLY
www.kellyofficesolutions.com

5 Practical Ways to Motivate Your Team

Consider the following practical approaches to create an environment of positivity and motivation for your team.

- 1. Create a pleasant work environment.** Natural light, plants, background music, and tidiness all help create a positive workspace.
- 2. Encourage ownership and engagement.** Solicit feedback on processes, include them in planning, and give them a sense of control and creativity over projects. Make the work theirs.
- 3. Provide growth opportunities.** Provide dedicated time to learn new skills or network with fellow professionals. Your employees will have a sense of professional development and purpose.
- 4. Expect excellence... and don't micromanage.** Let your team know that not only do you expect high-quality work, but you trust and rely on them to produce it.
- 5. Celebrate successes.** Encourage team members to share their accomplishments and recognize each other's good work.



The Security Benefits of Managed Service Providers for SMBs

To address the necessity of strict cybersecurity, many small and medium-sized businesses (SMBs) turn to managed services providers (MSPs). Outsourcing this task makes sense for SMBs specifically, as they oftentimes lack the time and internal resources essential to sufficiently manage cybersecurity in-house. Consider the following security benefits of working with managed service providers.

Sophisticated Tools and Technologies – The convenience of working with an MSP is that your business will benefit from the most modern security-based technology available on the market.

Proactive Approach – An MSP proactively monitors the security of your technology, checking systems frequently for errors or abnormalities and anticipating issues before they come up.

Strategic Guidance and Support – Your vendor will acknowledge the uniqueness of your business and tailor your technology security plan to specifically meet your needs. Moreover, when you do run across issues, your MSP will respond to and address your problems right away.



Morning Habits that Can Give You an Edge

Successful people—from presidents and CEOs, to athletes and organized parents—have one thing in common: they use mornings to their advantage. The dawn of a new day brings with it an abundance of willpower, motivation, and focus. So, why not consider the following tips to fully take advantage of your mornings.

Enjoy the silence. Mornings oftentimes offer up the quietest part of your day. Make the most of the silence by slowly drinking your first cup of coffee, practicing deep breathing, meditating, or just being still with your thoughts. Even five minutes of reveling in silence can focus your mind and set you up for a successful day.

Commit to exercise. Boost your energy and clear your mind with a morning workout. How you plan to exercise—whether it's a rigorous run or a calming yoga session—doesn't matter. The point is to start your day by getting your body moving and blood flowing.

Confront your biggest task first. Putting off your most daunting task will create stress as it looms over you and your energy levels drop throughout the day. Instead, work through the most challenging aspect on your to-do list first. Doing so will set you up for success for the rest of the day.

Improve Workflows by Updating Your Wide Format Printer

Consider the following ways that updating your wide format printer can improve your company's workflows.

End the supply hunt – An updated wide format printer will ensure the availability of modern consumables and put an end to the time-wasting hunt for the right supplies.

Delete errors, stalls, and bugs – By refreshing printer drivers and firmware, you can make sure that you avoid unnecessary crashes, glitches, and headaches.

Stop waiting – Updating your wide format printer will eliminate unproductive time spent waiting on devices and printouts, providing the outputs you need, when you need them.

End outsourcing – Whether it's signs, vehicle wraps, or trade show displays, identify the items that are interrupting your workflow and reclaim valuable time by bringing it all in-house and doing it yourself.

Contact us to learn how updating your wide format printer can optimize workflows.



Hot Products

Product Not Available

Please add a product

Product Not Available

Please add a product

Product Not Available

Please add a product