

## Refine Your Attention to Detail with These Key Tips

Multitasking may seem standard in today's workforce, but this 'strategy' easily leads to missed details and sloppy performance. Here are a few tips to help make every element of your work shine.

**Limit distractions** — Eliminate sights and sounds that can pull you off track. Rearrange your desk or close the door for a few hours of focused work.

**Lean on checklists** — Make sure you hit every important element by working from a checklist—having a routine with discrete steps can prevent oversights.

**Use the buddy system** — Pair up with a colleague to trade work for final review.

**Manage your schedule** — Dedicate specific time slots to projects and avoid a pileup of deadlines that will leave you rushing to finish.

**Prioritize and focus** — By identifying your priorities and keeping your focus on the task at hand, you'll see the details much more clearly.

**Practice mindfulness** — Put down the phone, close your email inbox, and be fully present.

**Sleep** — Give your mind a chance to reset and your body time to recover each 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.

**Reduce manual labor** — Multifunction wide format printers can reduce the need for manual document finishing, and mobile print capabilities eliminate file transfer steps.

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

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

**Centralize** — 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 and prioritize your tasks.



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## Building a Disaster Recovery Plan: The First Steps to Peace of Mind

When it comes to disaster in the workplace, there's no way to know what may strike or exactly how your information technology may be impacted. However, with a thoughtful approach to disaster planning, you'll know that you're well-prepared should something happen to your IT infrastructure, your physical space, or both. Follow these initial steps to give yourself peace of mind, should your business encounter disaster.

**Identify threats** — Make a list of potential disasters that might affect your business—everything from weather catastrophes common in your area to mundane problems like power outage, hardware failure, and data loss. Starting with your highest-risk scenario, identify what assets are in danger. What is the impact of a potential loss? Let value guide your recovery plan's development.

**Predict effects to define solutions** — For each potential disaster you've identified, how will each business area be affected? Each department will have different needs (sales, accounting, customer service, marketing, human resources) and some downed resources will be universal (email access, local network files, etc.). What accommodations need to be made to get systems up and running again?

**Evaluate your downtime tolerance** — How long can your business survive without IT resources? Some areas may require IT infrastructure for minute-to-minute functioning, while others can cope with impairment for hours or even days. Examine the potential impact on your services and the true cost of downtime in order to prioritize recovery solutions.

**Develop solutions** — Build any safety nets and redundancies necessary for your systems to function properly when disaster does strike. In this stage, an outside eye can be helpful in recommending optimal technologies to meet your unique needs. Disaster recovery technologies include backup servers and network traffic switches, uninterrupted power supplies, and disk or tape backup. Migrating functions to the cloud enable your IT to work from anywhere, should the worst happen.

**Prepare employees** — Make sure your employees are trained and empowered to actually carry out the recovery plan by establishing clear roles and responsibilities. Train each team member to execute their part of the plan. Use training and dry runs to ensure plans are realistic and feasible.

Disaster may strike at any time, but there's no reason to fear being caught unprepared. **Gain peace of mind by contacting us today to get started on your company's disaster recovery plan.**



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## The Upside of Downtime: Working Productively While the Internet Is Out

What happens when the Internet goes out? Whether due to power loss, Internet service outage, or other technological problems, there are a few things that you can do to move your business forward while your IT team works to get you back up and running.

**Tidy Up** — Clear desks, dust electronics, file paper documents, and set aside items to be scanned and shredded. A clean and tidy physical space demonstrates professionalism. It also makes for clearer thinking and better focus while you work.

**Touch Base Individually** — Take advantage of tech-less time by sitting down individually with your team members. A thoughtful discussion can provide insight into opportunities for improvement, as well as a chance to praise good work.

**Hold a Staff Meeting** — When the Internet is out, get some face time with your team. Discuss strategic initiatives, recent issues, and exciting plans. Celebrate your team's victories to build a sense of ownership and boost morale.

**Conduct Training** — Use downtime to coach employees and encourage the development of critical skills. Prioritizing, time management, and communication are always valuable topics. Or consider role playing scenarios to improve customer service.



## Document Management: Essential Best Practices to Ensure Success

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** — With Document Management, each file should have all pertinent data properly indexed in order to be found, such as customer identification, dates, project names, and other keywords.

**Optimize procedures for digital processes** — 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** — Maximize Document Management's security capabilities by establishing different viewing and editing permissions based on data type.

**Train, train, train** — 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.

Contact us today to learn more about Document Management solutions for your business.



## 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.

## Top 4 Ways Invoice Scanning Saves Staff Time

For most businesses, staff time is by far a company's most valuable resource. Consider the following ways that business invoice scanning can make your invoice input, payment, filing, and searching faster than ever, saving you time and money.

**1. Automated input** - Optical Character Recognition (OCR) software extracts critical document information—like vendor name, date, purchase order, amount due, etc.—and makes it instantly available in digital format.

**2. Accounts payable integration** - Once business invoice information is digitized, it is ready for use in automated accounts payable processes. With rules you establish, your software can match invoices to their related purchase orders and automatically approve and send payment.

**3. Virtual filing** - You can save an unlimited number of business invoices easily when they are in digital format. Without having to make copies or file by hand, staff time is freed to focus on value-adding work, instead of moving pieces of paper around.

**4. Lightning-fast search** - A simple search by vendor or invoice number is as easy as typing in the name you seek, while advanced search capabilities can filter out similar but unwanted documents to return the exact invoice you need.



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