

Increase Productivity by Creating Action Plans, Not To-Do Lists

Here's a simple guide to begin implementing action plans instead of to-do lists, increasing your odds of success.

Gather Information: Begin your action plan by writing down all the tasks that require your attention and a resolution, which allows your ideas to become concrete and organized.

Synthesize the Information: Action plans are designed to increase efficiency; editing your list helps put your goals into perspective in terms of what requires your attention and what does not.

Breakdown, Organize, and Prioritize: Break your responsibilities down into smaller action steps, then organize and prioritize those steps further based on the project or goal to which they relate.

Evaluate Your Plan: Before you begin your process, take time to ensure that your actions are S.M.A.R.T: specific, measurable, achievable, realistic, and timely.

By implementing action plans into your work routine, you'll make achieving goals more realistic.



Why Monochrome Printers Are Growing in Popularity

Monochrome, or black-and-white, printers are used extensively across the globe in offices, organizations, universities, and homes. This trend is expected to grow, according to a new report penned by TMR Research, titled "Monochrome Printer Market - Global Industry Analysis, Size, Share, Trends, Analysis, Growth, and Forecast 2017 – 2025." The sustained demand for paperwork in sectors such as retail, education, and government—as well as the growing demand for printers in the workplace—are key developments in the growing popularity and expected increase in demand for monochrome printers. Other key factors cited for this growth are:

- the growing demand for user-friendly and scalable printing solutions among workplace supplies and for office stationery;
- manufacturers are launching customizable solutions to meet the demand for specific workflows in various office environments; and
- the advent of automatic monochrome printers with intuitive user interfaces.

Black-and-white printers continue to be a fixture in the modern office, and will remain so well into the next decade. Contact us today for more information.

Overcoming Communication Issues in the Workplace

Language Barriers: One way to overcome them is listening to understand. As you communicate, take the time to carefully consider context and connotation, rather than denotation. Remember, words have different meanings to people, so consider what the individual means as well as what the word means.

Personal Feelings: When personal feelings affect the way we communicate in the workplace, it becomes a larger issue that affects the entire organization. When communicating, stick to relaying facts and information, remaining objective, and above all keeping your personal emotions in check.

Lack of Response: One-sided communication not only slows productivity, but it also halts progress. It is essential to make sure you provide feedback, even if it is just a simple acknowledgement of receipt. This way the communication channels remain open and progress continues.

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No End In Sight for the Printer

When it comes to the workplace, it seems the more things change, the more they stay the same. Particularly when it comes to office equipment. Despite all of the advancements in the office technology arena, seemingly antiquated devices, such as the fax machine, remain a valuable asset even in the modern office. Similarly, the venerable printer has not only managed to survive as part of our everyday workflow—staving off the long-predicted paperless office—but it shows no signs of becoming obsolete any time soon.

Why has the printer survived in the digital age of doing business, and will it remain for decades to come? Consider the following:

Digital has its drawbacks.

The driving force behind the idea of the paperless office is that storing our data, files, and records digitally is more practical than maintaining and managing it in paper form. While this may be true, it's not without risks. When your data is stored digitally, it is hardly invulnerable; there are a number of threats to electronic information that don't apply to paper documents. Malware, ransomware, human error, and even natural disasters are all risks faced by digital data. In addition, gradual decay and the evolution of software applications and file formats also make going digital hardly a foolproof solution.

Paper has its advantages

While it's not as flashy and cutting edge as digital technology, paper remains a convenient and cost-effective medium. Not to mention, paper is easier to process mentally, leads to better retention of information, and people still love the tactile, physical experience it provides. When it comes to transferring information, paper has obvious advantages as a medium over digital.

Printers are survivors

The printers found in offices today may bear a resemblance to their ancestors, but they have evolved a great deal over the past few decades. Modern devices are smaller, more efficient, more powerful, and much more versatile than their predecessors, offering functions and applications of which we never could have dreamed. Network and wireless connectivity? Cloud storage? Document management? Each of these enhancements has made the printer even more valuable to businesses and is an example of the continuous evolution of these devices.

The printer may seem like it's soon to become just another device in a long line of technology that has gone by the wayside due to obsolescence. However, when you take into consideration the drawbacks of digital documents, the advantages of paper versions, and the printer's unique ability to reinvent itself, it's easy to see why we can expect them in our offices for years to come.



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.



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Is Your Office Millennial-Friendly?

In order to help prepare your organization for the future, here are some of the defining factors for millennials when choosing a new workplace.

Technology-Driven Environment - This generation values work spaces that allow them to utilize new technologies and apply their skills across multiple platforms.

Work-Life Balance and Flexibility - Millennials want to excel in their careers but not at the expense of their personal lives. So, for many, a healthy work-life balance is the key to making millennial employees happy.

Social Responsibility - Millennials value a culture that reflects their own beliefs; so much so, that on average they are willing to [cut their salaries by over \\$7,000 per year](#) in order to work for a company that is supportive of causes they care about.

Feedback and Growth - Millennials want to grow *with* their companies and *within* their companies. Be sure to provide performance reports and evaluations that feature measurable success indicators for this generation of employees.

With millennials poised to make up nearly half of the workforce in the near future, it's incumbent upon organizations to provide environments that are desirable to this generation.



Pain Points that Can be Avoided by Outsourcing Your IT

By outsourcing IT services to a vendor through Managed Services, you can alleviate the pain points associated with an in-house approach to IT, which include:

Expectations to do more with less – It's challenging enough for the average company to find money in their budget to employ an IT specialist, let alone a team provided with all of the resources and training they need to adequately manage an IT environment.

Remote workers make security more challenging – The remote workstations and mobile devices being used to access your systems only makes IT infrastructure more vulnerable, and securing it is more challenging than ever.

Turnover and new users are a huge headache – The constant change and influx of new employees puts an increased burden on IT staffs, which are required to set up new users and provide them with access to the files and applications needed to do their jobs.

Avoid these pain points and others by outsourcing the management of your IT environment to a managed IT provider. Contact us today to learn more about the benefits of partnering with a trusted managed services partner!



Modern Employee Motivation Techniques

Motivating employees is a simple task in theory. However, understanding what motivates each unique individual on your team and then adjusting your management style accordingly is easier said than done. Consider these three steps to motivate your employees by making them feel good about the work they are doing:

Let Them Know Their Work Matters
Share the context of the work they are doing—how is this task relevant to the organization/project/team as a whole? Employees are motivated when they know their work is valuable and important to the big picture.

Recognize and Value Their Efforts
Acknowledging your employees' contributions has been proven effective in sustaining motivation. Recognizing goal achievements, project completions, and exceptional results make employees feel appreciated and ultimately keeps them motivated.

Assess Your Own Motivation
Employees are attuned to their leader's involvement in the workplace. If they can sense that you are not motivated about the work you're doing, their morale also drops. Ensure that you are as engaged and motivated as you expect your employees to be, and they will reciprocate.

Are Security Experts Wrong About Passwords?

For years now we've been educated on the importance of 'strong' passwords and other tips to protect our sensitive information and accounts. These recommendations are necessary to protect us from financial fraud and identity theft. Or so we're told.

While creating long, complex passwords won't in and of itself do you any harm, the reality is this practice can lead to problems that will undermine security. Complicated passwords are difficult to remember, which inevitably leads to bad habits such as resorting to predictable password patterns, inappropriately reusing passwords, or writing them down. All of these practices create security vulnerabilities.

Changing passwords every few months typically results in people resorting to easy-to-crack passwords (e.g. Password123). To comply with this directive, many people simply change the last character of the string every now and then to the next item in the sequence, increasing the likelihood of being hacked.

So, what should be considered as the best practice when it comes to creating a secure password? Try utilizing passphrases rather than passwords. Rather than a string of letters, numbers, and special characters, use a phrase or sentence that's easy for you to remember. You'll create strong-enough passwords that are easy to remember without falling victim to bad or lazy habits.



Hot Products

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Here We Grow Again!

We are excited to announce new additions to the Kelly Office Solutions family as well as some role changes:

- James Weeks**
Sales Manager – Greensboro
- Emil Rihbany**
Sales Manager – Charlotte
- Thomas Skeels**
RISO Specialist/Named Accounts – Charlotte
- Larry Tisdale**
RISO Specialist — Winston Salem/Greensboro
- John McGovern**
Production/Professional Services Specialist – Winston Salem/Greensboro
- Mike Espenshade**
Production/Professional Services Specialist — Charlotte
- Brent Hudson**
Account Executive – Charlotte
- Sara Minerva**
Account Executive — Charlotte