

How to Remain Active in the Office

While we know it's in our best interest to be active during the workday, it can be difficult to find ways to do so. Here are a few tips to help you get up and moving while at the office.

Stand when you can – Take advantage of opportunities to stand when they present themselves. Stand or pace when on a conference call or reviewing a paper document.

Talk to your co-workers in person – Rather than relying on an email, phone call, or inter-office messenger, get up and go to your colleague's desk or office and relay your message in person.

Get physical at your desk – Keep dumbbells or resistance bands in your office or at your desk for periodic light exercise breaks during the workday.

Use your legs – If your office is higher than ground level, always use the stairs instead of relying on an elevator or escalator.

Schedule regular group walks – Find other co-workers interested in getting active and schedule a couple of brief walks together during the day.



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've been told.

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

Changing passwords every several weeks or months typically results in people resorting to easy-to-crack passwords. 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.

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

Increase Productivity by Eliminating 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 listing all the tasks that require your attention and a resolution.

Synthesize the Information: 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 your goals.

Evaluate Your Plan: Ensure that your actions and goals are S.M.A.R.T: specific, measurable, achievable, realistic, and timely.

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Why MPS Is a Sound Investment for Your Company

Businesses of all sizes across the world are turning to Managed Print Services (MPS), a solution by which a company's document output is outsourced and managed by an external provider. Market-research firm Transparency Global Research reports the global market for MPS will register a strong compound annual growth rate (CAGR) of 14.8 percent through 2024. And with good reason: according to The Gartner Group, adopting an MPS program—including printing fleet optimization efforts—typically saves an organization 30 percent on its print-related costs. Savings like these are no small financial windfall, as according to International Data Corporation (IDC), the average business eats up anywhere between 5 percent and 15 percent of its annual revenue on document costs.

So, how is MPS able to provide such a sound investment for your business?

Analyze and assess your printing needs – Through a thorough assessment of your print environment, a trained MPS expert will identify valuable insight that will enable you to develop an effective strategy for your unique workplace. Which printers are used most often? Which devices are used the least? Which departments print the most? Do you have the right devices to meet your needs? Are you engaging in inefficient practices?

Reduce the size of your printer fleet – With a full understanding of your fleet and workflow, your MPS provider can streamline your printing fleet, eliminating unnecessary or inefficient devices. You'll no longer waste money on unused machines, while ensuring your fleet is cost effective and can handle your workload.

Automate support and supply delivery – With MPS, your devices are remotely monitored, mitigating the risk of unexpected and costly downtime. MPS also touts automatic consumables fulfillment, shipping toner directly to your office when your devices run low.

Optimize the placement of printers – Where your devices are located in your office can significantly impact workflows. An MPS provider will ensure your printers are placed in the optimal location(s) to maximize efficiency.

Make your costs predictable – By outsourcing the management of your printing devices to a single provider, you'll eliminate surprises and receive a single, predictable bill each month.

Contact us today to get started with MPS by signing up for a free assessment of your printing environment.



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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Tips to Help You Win when Negotiating

Here are some useful tips to help ensure a more favorable outcome when negotiating.

Mirror your opponent – Repeating key words or phrases can get your opponent to tip their hand and reveal more information that could be valuable to you. ‘Mirroring’ someone also promotes camaraderie by showing you are interested in what they have to say.

Ask for more than you expect – Make your first offer a better outcome than you expect—they might just accept it. Even if you don’t, you will establish goodwill by showing you’re willing to compromise and back off your initial offer.

Make the first move – Studies show that those who make the first offer in a negotiation are more likely to get what they want. By doing so you set the stage—the starting point—for the negotiation, which gives you the upper hand.

Utilize silence and pauses – Long pauses before you speak can encourage the other side to fill in gaps in the conversation, often providing you with valuable information. Silence can also be more effective at rebutting an outrageous offer than a verbal protest.



No End in Sight for the Printer

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, there are a number of threats to electronic information that don’t apply to paper documents.

Paper has its advantages

While it’s not as flashy and cutting edge as digital technology, paper remains convenient and cost-effective. 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.

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 offer functions and applications of which we never could have dreamed. Network and wireless connectivity? Cloud storage? Document management? Each is an example of the continuous evolution of these devices.



Is Your Office Millennial-Friendly?

Is your company millennial-friendly? In order to help prepare your organization, 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 corporate 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 millennial 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.

Paper May Be Bad for Trees, but It Has Its Benefits

Many of us feel obligated to be more eco-friendly these days. As a result, we believe printing has no place in the modern world, especially with the alternative that digital provides us. However, deeper consideration reveals the use of paper has a number of positive impacts that we cannot ignore.

Paper’s benefits to comprehension are powerful. Research shows students reading a passage on paper score much better on comprehension tests than those who read the same content on a computer screen. Seeing text on a page is more helpful to remembering its content, so we learn more when reading from paper than a screen.

Using paper also has benefits for the environment itself. Waste material from lumber mills is used to make paper. According to the U.S. Forest Service, much of the paper in use today comes from waste material left over from lumber mills. Processing this waste into paper helps spare our landfills of unnecessary waste.

Paper continues to be a valuable medium and is not without its benefits. Printing in a more responsible manner and recycling paper allows you to enjoy its benefits while mitigating the environmental impact.



Hot Products

Wake Forest University

What could be more fun than an exciting football game on a beautiful Fall day? We’re proud to support Wake Forest University sports programs.



Greensboro Chamber Golf Tournament

Our tent was in a great location to meet many of the tournament guests.

Greensboro Chamber Golf Tournament

Kelly Office Solutions proudly supported the Greensboro Chamber Golf Tournament. Pictured L-R: Mike Burns, Heidi Merrill; Andy Wampler; Jim Weeks.

