

# Tips, Insights & Tactics

Increase your efficiency and save time and money with a little spring organizing.

A recent McKinsey report states that today's workers spend 61% of their time managing work instead of doing it. How can you organize yourself to operate with greater ease and efficiency?



## Organization is a state of mind.

Don't be fooled, organizing isn't just about appearances – it's about functionality. Today's clutter can mean more than a messy desk – even "time-saving" tools can slow you down if you're not focused. Take a look at the following organizing insights and examples of businesses that have learned how to structure information and processes to free up time and get more done.

## How much is not being organized costing you?

21st century work habits can defy tidy description. After all, our work can take us anywhere, and vice versa, with an ever-increasing workload that goes where you go. Never before has organization of our work been more paramount – and we're not just talking file drawers and business cards.

Bottom line: Disorganization can cost your business money in terms of lost leads, opportunities, and employee time and energy.

## Good organization is about functionality.

The best approach to organizing your business for better results is to forget almost everything you traditionally associate with cleaning house. That is, forego appearances: keep papers out where you need them; use white boards, bulletin boards or chalk boards to keep relevant data visible; and position office tools like computers and printers in easy-to-access open spaces.

Bottom line: identify what you need to get down to work and put it within arm's reach.

## Help yourself and employees focus on the task at hand.

There was a time when the term "multitasker" was an impressive work trait. We now know that multitasking "wastes time and leads to distraction, errors, and memory lapses." Furthermore, while some people are better than others at doing mental double-duty, most attempts result in a loss of efficiency.<sup>1</sup>

Bottom line: this is where technology steps in. The Xerox® VersaLink® B400 Printer and Xerox® VersaLink® B405 Multifunction Printer automate steps by scanning and saving documents directly to the cloud, eliminating repetition and reducing errors. Pair them with Xerox Mobile Link and you can print directly from your mobile device.

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## Take a cue from these well-organized businesses.

Organizing for better business requires that we simplify the way we work together. Businesses that embrace collaborative technology and tools achieve the greatest improvement to workflow and success. In the field of healthcare, providers that adopt new technologies see improved patient care quality, more cost-effective care and greater operational efficiency.

Video conferencing, for example, brings caregivers together to view and share patient data immediately when time is of the essence, and healthcare data encryption secures patient file sharing. Xerox® ConnectKey® Apps enable faster access to information and patient records by offering a number of app options for scanning documents directly to popular cloud services and email (including Evernote, SharePoint Online, Dropbox, Salesforce.com, and Office 365).

Financial services also benefit from collaboration tools, especially digitizing document-intensive processes. Taking advantage of automation solutions offered by Xerox® ConnectKey® Technology for loan processing replaces the slow, manual, paper-burdened method and provides greater oversight, security and customer satisfaction.

## Xerox ConnectKey holds the key to organizing – you can count on it.



Bottom line: better organizing and smart collaboration can accelerate creative development, innovation, and nurture avenues for profit. Make the effort and see your competitive advantage grow.

## Let Us Help You

Leverage the power of Xerox® technology and special programs that can help you and your business:

- With Xerox® ConnectKey® printers and multifunction printers mobile printing, collaboration and more can help you organize for increased productivity.
- Xerox eConcierge® offers free lifetime service coverage for all your eligible Xerox® printers when you purchase your supplies.
- Purchase a select new Xerox® printer or multifunction printer and get up to hundreds back in instant savings.

Learn more about our comprehensive line of Xerox® color printers and multifunction printer technology available to help you set your business apart.

Contact us to help you save time and money.

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<sup>1</sup>American Psychological Association, *Journal of Experimental Psychology: Human Perception and Performance*, 2001, 2017.