



ACCOMPLISH MORE WITH LESS

“Advancement only comes with habitually doing more than you are asked.” — Gary Ryan Blair



These days, many businesses need to achieve more with less. Challenging economic times have without a doubt taken a toll on resources and the most significant decline is seen in manpower. This means that team members need to be flexible and able to tackle a variety of assignments quickly and efficiently. But the trick is finding the right employees who are willing to work “outside of the box” and beyond the job description. Here are a few tips for selecting these types of workers:

1. Choose attitude and entrepreneurial spirit over skills alone.

Today’s work environment, in fact, calls for a different breed of workers. When recruiting, it becomes all the more important to look for the right “pitch in and get it done” approach. This means that you should be ideally looking for entrepreneurial spirited individuals—professionals with ideas and enthusiasm who will be motivated to work towards achieving big picture goals for you, and changing direction on a dime, rather than just putting in their 9 to 5 hours sitting in a cubicle.

2. Plan ahead and avoid panicked hires

To find these ideal employees who are able to get the work done, hiring managers need to take a proactive approach by constantly being on the lookout for those superstars because waiting until a hiring need opens up could potentially result in a “panicked hire”.

3. Build an army of brand ambassadors.

Another important strategy for your employee base is to designate them as brand ambassadors. Challenge them with more responsibility as well as incentivize them to push the business further, raise awareness and ultimately increase sales. While offering rewards like cash bonuses can effectively generate participation in employee referral programs, monetary incentives are only one of the options. Other strategies for increasing engagement could be giving employees ownership over the responsibility of bringing in new employees, and essentially, taking an active part in growing the overall business.

4. Give recognition where recognition is due

Giving recognition to your employees who have gone beyond expectation is key. Employers sometimes forget how much value employees place on getting recognized for their efforts and contributions at work. Remember, if employees are engaged and motivated, they’re likely going to perform. If they are disengaged and disinterested, your operations may suffer as a result of this disengagement.

To sum it all up, it’s nice to know that no two employees are alike—and the right ones, given the correct guidance and motivation, can achieve much greater productivity than less effective workers.

EFFECTIVE TIME MANAGEMENT

"Everything requires time. It is the only truly universal condition. All work takes place in time and uses up time. Yet most people take for granted this unique, irreplaceable, and necessary resource." – Peter F. Drucker

Time management is a vital aspect of personal effectiveness. In this edition of InfoPays, IPS shares 5 simple time management tips that you can follow in your daily life:

1. Find out where your time goes. A good practice to get into is to log your time on a time-sheet. This will give you insight as to whether or not you may need to improve your own productivity, sharpen your schedule planning or delegate some tasks.

2. Identify and tackle any potential problem areas. Most people's time management suffers from certain problem areas. The good news is most of these can be controlled, but there are some time management invaders that are often out of our immediate control. For example, we have all felt the negative effects of other departments' errors and inefficiencies on our own time. As we can't do much about this type of challenge, the real opportunity for improvement lies in resolving our own inefficiencies such as putting off problems, avoiding unwanted tasks or poor planning.

3. Define objectives. Ensure that your job responsibilities are clearly defined and documented in writing. Not only you, but also your entire team will be thankful for having clear directions on expectations and accountability.

4. Focus your efforts on self-improvement. Plan your next week and review the plan every morning, adjusting your schedule as you go. Based on your experience, decide what would be a reasonable slack time to account for in your schedule in order to avoid running over your time limits.

Prioritize

The tasks you enjoy the most are not always the ones highest on the priority list. Learn to stick to the priority list, but also build contingency plans for which activities you can afford to delay if something unplanned happened.

Delegate

Delegation is one of those things we can label as easier said than done, but if delegated to the right person, under the right circumstances, it is a tactic that can significantly

improve your performance at work.

5. Make time to play. Overwork is usually counterproductive. Plan time for leisure in order to maintain high performance levels at work and live a much happier and healthier life.

Published by the IPS Business Owner Success School (BOSS)



IPS RECOMMENDS:

- **Tackling significant challenges during your most productive time of the day.** For some people, it is the morning and for others it is the afternoon— whatever your case may be, take advantage of this state of mind to tackle the bigger challenges
- **Scheduling time for interruptions.** Yes, interruptions are a necessary evil and in order to control them, you have to allot a specific time for them.
- **Using a computer program for tracking personal productivity.** A simple internet search should reveal many options — this is essentially a program running in the background of your system documenting how much time you have spent on email communication, research, and especially in social networking!

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