



## HOW TO ORGANIZE YOUR OFFICE FOR MAXIMUM PRODUCTIVITY

**Start with a purge** | **Create a catch-it space**



**The Goal =** A space that is completely free of clutter

Depending on the condition of your office, the purge could take anywhere from a few hours to a whole day.

**A tray for documents** | **A shelf or a box for important items** | **A trashcan**

**Keep your desktop clear of clutter**



The most important physical space in an office is the desktop. Most people find that they are most productive when working at a desktop that is free of clutter.

**Place two document trays on your desk**

A two-tray system is the simplest and most effective way of handling incoming paper.



**New documents**



**Documents you've opened or looked at, and need to deal with**

**Create two zones**



**Zone 1: Computer work**

You spend most of your time here, knocking stuff out and getting things done.



**Zone 2: Non-computer work**

An area clear of monitors, cords, and chargers. This is where you go when you thumb through documents, use your iPad, sign papers, scan documents, or stamp envelopes.

## BUSINESS PLANNING DURING SUMMER VACATION SEASON

*“There is virtue in work and there is virtue in rest. Use both and overlook neither.” — Alan Cohen*

The rush to make summer plans starts much earlier than this time in the season, but July and August are usually the months when those plans are realized and when you start feeling the effects of short-staff. But even though coordinating summer vacations is no walk in the park, employers still need to encourage employees to take their vacation and unplug from work. This is an important step in supporting employee’s work/life balance while maintaining high workplace morale. Rest assured that with some preparation and policies in place, you can ensure summer vacations don’t negatively impact your business, especially if summer is a high season for you. Here are a few tips from us:



### 1. Have a clear vacation policy and communicate it well.

This is key. Letting your workers know when are the preferred times to take vacation is important. Also ensuring that you have a fair system of booking holidays is paramount. There’s nothing worse than a denied leave request because it can sap employee morale. And since your business has demands that you need to keep up with, having a policy that makes things clear right off the bat ensures that this kind of scenario doesn’t happen.

### 2. Create a shared calendar with booked vacations.

A communal calendar where employees can see each other’s absences is helpful in ensuring that they can step up during times others are out, and vice-versa. This culture of trust and ability to depend on others is a sign of healthy work relationships. Not to mention, it makes your job as a manager much easier when employees cover for each other.

### 3. Train employees to be able to handle various tasks.

It is fundamental to ensure your workers are trained to cover for others. This means that if a key person leaves for their vacation, you will not be left stranded. A workforce with versatile skills also guarantees your business continuity and mitigates the risk to your operations.

### 4. Implement a checklist of pending tasks.

Anticipating problems before they happen and making a list of things to be on the lookout for before the employee leaves for their vacation ensures that you can allow them to unplug. Unless an emergency happens, having a checklist in place can ensure that business is taken care of while your employee enjoys their well-earned break.

### 5. Set up a process to brief employees upon return.

Getting back to work after summer vacations is not easy. Have a process, however small, to inform returnees and help them get back into the flow of things.

Created by the IPS Business Owner Success School (BOSS) 



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