

Tips, Insights & Tactics

How to Boost Productivity at Work

You take pride in your work. Interruptions, large workloads, demanding deadlines and competing priorities can impede your ability to get the job done. Taking a fresh look at how you can remain more organized, focused and productive helps you, your colleagues and your company.



Be More Productive

You no doubt have some tried-and-true ways of managing your work. But, as today's workplaces evolve, finding different ways to approach your workday is important. And, it can pay off by saving you time, cutting costs and letting you get more done with less hassle.

The following tips can help you manage your workday. You might be surprised to learn just how easy it can be to boost your productivity.

Organize Your Files

From hardcopy to email, filekeeping can be an important way to staying organized at work. Here are some tips to make this easy:

Organize Your Emails

Set up a system to track your work in specific folders. During the week, organize emails by those that require action, are for information or reference only and those that can be archived or deleted. At the end of each week, review your progress and prepare for the next week.

Keep Hardcopies for Quick Reference

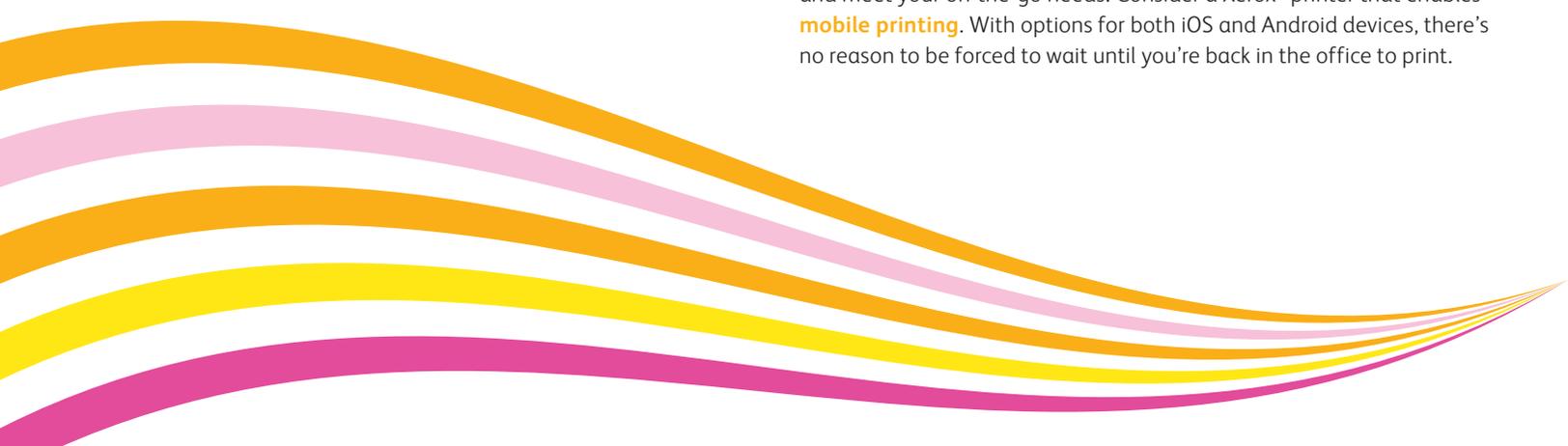
Keeping select emails and documents in paper files can be helpful. Important projects and key actions on specific dates can benefit from a hardcopy reference.

Leverage Advanced Printer Features

Take advantage of technology like **Xerox® ConnectKey®** that lets you scan or print documents directly to email, a server or other cloud storage. Products like the Xerox® WorkCentre® 3655 Black-and-white Multifunction Printer and the Xerox® WorkCentre® 7220/7225 Color Multifunction Printer allow you to do this.

Keep Your Work Moving

If your job sees you spending more time out of the office, you can no doubt benefit from mobile technologies that help you stay in touch and meet your on-the-go needs. Consider a Xerox® printer that enables **mobile printing**. With options for both iOS and Android devices, there's no reason to be forced to wait until you're back in the office to print.



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Track Your Project Tasks

From admins to CEOs, everyone has tasks to track and check off the list. The following three things can help you keep a good handle on these:

Plan Time to Plan

Set time every day—at the same time, ideally—to organize your work. This is generally best done at the end of one workday in preparation for the next. Consider [downloading a day planner](#) to help with this task.

Keep a To Do List

There is no substitute for keeping an ongoing [to-do list](#). Whether via the old-fashioned handwritten method or an app on your smartphone, find the approach that you are most likely to maintain and stick with it.

Work Through It

Start with projects that are higher priorities or get small things off your plate first to allow your mind to focus more completely on a bigger project.

Clear Your Workspace

Maintaining a neat workspace goes a long way toward helping you work to your maximum ability. Make sure everything at your desk has a “home” so you can always find what you need when you need it. Also, taking a few moments at the end of each day to put things away and organize your work sets a productive tone for the following day.

Want More Tips?

Check out our [Small Business Tips page](#) for tips on topics like:

- Personal Productivity
- Mobile Printing
- Streamlining Workflows

Want More Downloads?

Check out our [Small Business Templates page](#) for downloads like:

- Planners
- Action Item Lists
- Personal Development Plans

Simplify Administrative Tasks

Some tasks may feel bothersome in your day but can be very important. Running out of ink or toner at an inopportune time can put a big wrinkle in your workday. Programs like the [Xerox eConcierge® Service](#) take a load off of your shoulders so you can keep working without interruption.



Let Us Help You

Creating new habits to stay organized and leveraging the right technology can help you be more productive at work. Visit [xerox.com/smb](#) to learn what Xerox® products, technology and services can help you do this.

Xerox® Programs for Small Office Productivity

Avoid running out of ink or toner, earn points that get you rewards and get a free printer with these programs designed to fit small business budgets and make you more productive.

- Get a free printer, service and support with the Xerox® Small Office Savings Plan. The technology-as-a-service plans start as low as \$59 per month. [xerox.com/smalloffice](#)
- Get the power of full color and earn 10%, 45% or 60% rebate on a new Xerox® color printer with the Xerox Color Upgrade Program. [xerox.com/printer-upgrade](#)
- Earn merchandise credits every time you reorder Genuine Xerox® Supplies for your Xerox® device. With no cost to participate, there's no reason not to sign up for the [Genuine Xerox® Rewards](#) program.
- Get free lifetime service coverage on Xerox® devices with the Xerox eConcierge® service. Also, never run out of ink or toner again with easy supplies replenishment for Xerox® and non-Xerox devices. [xerox.com/eConcierge](#)

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