

7 WAYS TO WORK SMARTER AND ACHIEVE MORE



**DOCUMENT
LOGISTIX**
MAKING WORK FLOW

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1) ONLY USE SHARP TOOLS

There's an old story of two lumberjacks in a tree-cutting contest. The first picked up a rusty axe and ran into the woods immediately to start chopping trees. The second spent time sharpening his axe. After which he walked up and quickly felled the biggest tree.

The moral? Don't use blunt tools.

In business, too, the right tools enable people to make the best use of their skills and achieve more. Take a look at replacing paper-based systems with more efficient digital solutions that improve operational performance and profitability.

2) BEAT PARKINSON'S LAW

Parkinson's Law states that "work will fill the time available for its completion." This is a side effect of focusing on doing work instead of getting projects completed. The implications are that people will use all the available time to complete allotted tasks.

In the world of logistics such a *job's worth* approach is unsustainable. Possibly more than any other sector, the logistics industry faces the challenge of doing more with less.

To ensure you're not simply checking off tasks on a to-do list, have a look at how a digital document strategy can help your company achieve more in less time.

3) REVERSE THE LOST DAY SYNDROME

The average knowledge worker spends 25% of their time looking for information which is hard to find and, if and when found, is the wrong version or hard to share. In effect they are working less than a four day week!

Logistics companies depend on accurate, real-time information. Document Logistix can help you to deploy an effective document management strategy. With efficient information capture, storage and retrieval, and the right information at your fingertips, you and your staff can regain lost working days.

4) IMPROVE THE 80/20 RULE

The original 80/20 rule was introduced by Joseph Juran and is based on Pareto's observation that 80% of the land in Italy was owned by 20% of the population. Juran also observed that 20% of the pea pods in his garden contained 80% of the peas!

Today it's an economist's rule of thumb that 80% of a company's sales come from 20% of its customers. While some other commentators maintain that 20% of our efforts generate 80% of positive outcomes.

But the 80/20 rule was introduced in a pre-digital era. Have a look at how today's businesses have access to dramatic improvements in profitability by focusing on the 20% most effective areas and eliminating, automating, delegating or refraining from the rest.

5) INTRODUCE ENERGY MANAGEMENT

Energy management, as opposed to time management, forces you to think of results as a function of energy, not time invested. Working intensely for a short period of time can accomplish more than working for days, tired and distracted.

Working smarter not harder is a familiar adage that's easily said but harder to achieve.

Have a look at how a digital document strategy can help to replenish staff energy levels by reducing repetitive manual tasks to make them far more productive and provide more job satisfaction.

6) RULE WITH NUMBERS

Assumptions are the biggest waste of your time. When your intuitions about the world don't match the way it works, you can never be efficient. The only way to combat false assumptions is to test them and follow them up with numbers. The results of a test can save you hundreds of hours if it shows a current process does not add value or suggests a faster alternative.

Test out how the right document management solution can deliver more effective, integrated daily operations. While at the same time you can gain access to vital logistics proof and audit data, and real-time management information to enable you to make properly informed decisions.

7) GET TO GRIPS WITH THE MARGINAL RULE OF QUALITY

Is it better to be a perfectionist or fast? We're all familiar with the problem of never being able to complete one project because another requires constant attention or repair. The rule of quality suggests that when the extra input you need to invest exceeds the output gained, stop working on it whatever it is!

Have a look at how digital document management can help you to execute small tasks quickly and without sacrificing quality, and keep the bigger strategic picture clearly in view.