

# business trends

## Tips On Getting Motivated And Organized

(NAPSA)—Any time of year can be the right time to get motivated and organized. Often, making small constructive changes in the way you work can lead to big rewards.

“Get More Organized” and “Managing the Day More Effectively” were the top two workplace resolutions made this year, according to a survey by Office Depot. However, survey results reveal only 13 percent keep their resolutions until the end of the year.

“There are a few easy steps that can help reduce the chance that workplace goals will be tossed aside this year,” said Alex Hiam, best-selling author of *Motivating & Rewarding Employees* and Office Depot’s organization and productivity expert.

Here are some of Hiam’s tips:

- Set clear goals. A clear, challenging but achievable goal can be a powerful motivator.

- Identify the three most important things you need to do to meet your business objectives. Match systems to success factors. Once you have three clear goals, you can rethink your systems.

- Recognize effort by acknowledging people. Thanking people for extra effort can be a powerful way to encourage a positive atmosphere in the office.

- Ask what you can do to help others succeed. Do they need more information, training, tools or supplies? According to Hiam, employees reveal they see their boss as a remote, unconcerned delegator.

- Begin every morning by identifying the single most important activity for that day. Tools such as At-A-Glance desk



**Helping members of your team can be a powerful way to encourage a positive atmosphere in the office.**

calendars can help prioritize tasks and identify what’s really important. For those who prefer to go digital, consider a PDA such as the HP iPAQ.

- Color code your paperwork by priority level. For example, make red your urgent color, yellow your second priority, and blue your third. Plenty of sticky notes in different sizes and colors are available to make it easy to tag everything by color the minute it comes across your desk. Colored folders and assorted Rollerball pens can help get you started.

- Increase the storage and filing options for your paperwork. Survey respondents said storage products are what they need to help get their desk in order. Stackable plastic storage boxes can help organize current paperwork.

- Get better technology to keep everyone more productive and organized. Consider going wireless and pick up the HP Pavilion Widescreen Notebook computer.