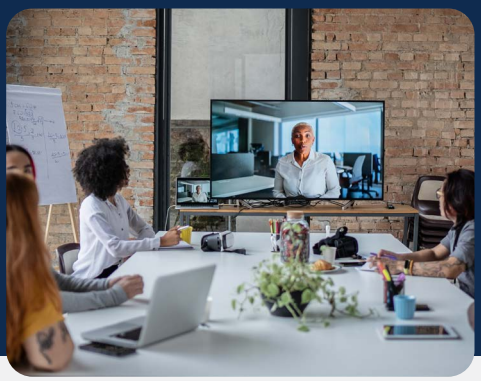


BUSINESS SOLUTIONS
WORKSPACE INTERIORS®

Year-End Planning for a More Organized and Productive Workplace

For many organizations, the final quarter of the year offers an opportunity to evaluate successes, identify gaps and make adjustments to create momentum for the months ahead. This kind of proactive planning and year-end checklist help mitigate the risk of shortages, sustain productivity, and helps teams stay focused on goals in the new year. When businesses commit to organizing workspaces, replenishing supplies and refreshing technology, it helps create a stronger foundation for day-to-day operations.

Here are 4 planning tips for the year ahead:

1 Organize Your Workspace

Investing time now to organize your workspace can have lasting benefits long after the year begins. Decluttering is particularly important. Clutter can challenge our focus, distract us from work and sometimes create an uneasy feeling that our work is never quite finished. Experts have determined that messy environments leave people feeling anxious and overwhelmed because their senses are working overtime on non-essential visual cues.[1]

A tidy environment helps create a "clean slate" that makes it easier to think clearly and stay focused, especially when the work might be fast-paced or stressful. It can be helpful to begin by reviewing paper files and digital folders and incorporating practical systems such as clearly labeling materials along with both digital and analog storage. Inactive materials may be archived, while outdated paperwork is safely disposed of through professional shredding services.

Organizational supplies such as binders, desk organizers and filing cabinets can help make it easier to maintain order and keep essential items within reach. This approach not only maintains a clean and organized workspace, but can also improve



accessibility, allowing us to locate documents and tools more efficiently. A streamlined organizational strategy can result in better concentration, reclaiming the time once lost from searching or excessively switching tasks.

2 Restock Essential Supplies

Conducting a year-end inventory of supplies is a simple but productive way to help keep operations running smoothly. Known as "anticipation inventory" in retail and manufacturing, it focuses on planning ahead and stocking up on essential items before demand peaks or supply chains slow down. According to research conducted by Morning Consult, most U.S. business owners anticipate their supply needs at least a month in advance and 80% maintain an inventory that lasts up to three months or longer.[2]

Taking stock of supplies can provide a clear picture of what is running low and in need of reordering, helping to avoid last-minute shortages so that we can experience a more seamless transition into the New Year.

A thorough review takes stock of office essentials—such as printer paper, ink and toner—along with breakroom and cleaning supplies like coffee, snacks and sanitizing products. Ordering in bulk can lower costs and streamline procurement, while setting up recurring orders with vendors helps maintain a consistent supply throughout the year. Anticipatory inventory can save time and effort later, reducing the potential for disruptions in productivity.

3 Refresh Technology and Equipment

Review workplace technology and equipment to help improve organization and productivity in the workplace. Outdated equipment can delay operations and impact employee morale. In fact, workers lose the equivalent of 11 days per year due to technology problems at work and on average lose 22 minutes per day because of outdated hardware or software.[3] When devices fail or if software is not kept up to date, valuable time can be lost troubleshooting instead of focusing on meaningful work. Investing in updated digital tools can make a measurable difference in performance.

Begin by assessing which tools are due for replacement or upgrades. Keyboards, monitors and headsets, as well as printers, laptops and conferencing tools are some items to evaluate. For those that appear to be at the end of their lifecycle, replacing them before they fail can prevent downtime in the coming year.



Technology evolves rapidly, and digital training helps employees use and maintain their tools more effectively. Research shows that when teams are upskilled, equipment longevity improves and downtime decreases.[4] Providing employees with both modern devices and the knowledge to use them will help keep operations running smoothly and create a more efficient, connected workplace.

4 Build Momentum for the Year Ahead

Year-end planning is about more than organizing spaces, restocking shelves or updating devices. It is about taking intentional steps to start the new year strong, organized and ready to build momentum.

ODP Business Solutions® provides the tools, supplies and services to support year-end planning. Whether businesses need organizational solutions or technology updates, ODP Business Solutions® can help streamline operations so organizations can focus on building a more productive year ahead.

Explore how ODP Business Solutions® can help with year-end planning by visiting: **www.odpbusiness.com**

[1] https://www.psychologytoday.com/us/blog/high-octane-women/201203/why-mess-causes-stress-8-reasons-8-remedies
[2] https://www.entrepreneur.com/growing-a-business/why-streamlining-operations-now-is-the-key-to-business/483523
[3] https://www.bizspace.co.uk/news/poor-technology-affecting-your-productivity/
[4] https://www.mckinsey.com/capabilities/people-and-organizational-performance/our-insights/we-are-all-techies-now-digital-skill building-for-the-future

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