

# HOW TO IMPROVE EFFICIENCIES IN THE OFFICE

**7** Strategies to Revitalize Office Productivity

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# INTRODUCTION

The past year offered many unexpected challenges as businesses pivoted to remote work, experimented with hybrid schedules, and embraced socially distanced office layouts for essential personnel who had to report in during the pandemic. Yet as the pandemic has stabilized, many companies are embracing a return to work. [CNBC](#) found 25% of workers are now in the office, and that number is expected to skyrocket in the coming months.

Returning to the office is an opportunity to rethink both the physical space and essential processes to eliminate pain points and increase efficiency. What aspects of your office setup should be in your sights as you find ways to help make the return to the office more productive than ever? Read on for inspiration, research-backed studies, and the right equipment and services to get it all done.



## 1

# LAPTOPS

Laptops are the cornerstone of your team's ability to manage their email, tap into productivity suites, and complete other essential work. The main benefit of a laptop has remained unchanged: it allows your team to work from anywhere. Not only did laptops help support seamless rapid adaptation to a work-from-home environment, but they also give workers flexibility for maintaining hybrid schedules or adjusting quickly to new office layouts and protocols.



Getting the most out of laptops isn't just about finding the right device for each employee. It also requires thinking strategically about how you'll outfit the laptops as well. Solutions such as docking stations, ergonomic keyboards, and surge protectors can help your new devices go the distance when every ounce of productivity counts.

For help finding the right laptops to fit your team's needs, check out our [Laptop Buying Guide](#).

## Mobile Solution Considerations

- Which operating systems should we support? Windows, macOS, Chrome OS, or Linux?
- How much processing power does this user need? Which CPU is best positioned to support that workflow?
- How much storage does this laptop need to hold available data?
- Does this laptop need a built-in webcam, and does it have specialty requirements?
- How many ports will the user require to connect peripherals?
- Is the form factor conducive to the employee's needs? For example, warehouse workers may need a rugged solution, while a lightweight 2-in-1 model that doubles as a tablet may better fit the needs of your traveling sales representatives.



# 2

## MONITORS

It's natural to focus on the computing power your team works with. But did you know that addressing your team's monitors can make a significant improvement to productivity? [Inc](#) reports that two monitors boosts productivity up to 25% compared with one, while three monitors can boost productivity up to 35.5%. Having access to different data or programs on multiple screens can reduce the time your employees spend searching for information or referring to multiple documents as part of their process.



For help finding the right monitors to fit your team's needs, check out our [Monitor Buying Guide](#).

Some productivity trends in monitors today include:

### Multiple Monitors



As outlined above, if your team is relying on a single monitor, it may be time to consider adding a second (or even third) to the mix to help them optimize their virtual work environment.

### Curved Monitors



Do you have team members who are seated near windows or struggle with eyestrain? Curved monitors have been shown by [NIH](#) medical researchers to reduce eye strain. Today, these monitors are available in a variety of sizes and price points.

### Mobile Compute



Do you have team members who rarely report to an office? Often, these individuals rely primarily on mobile devices such as tablets and smartphones for their workflow. Providing them with access to compatible monitors and keyboards offers them the flexibility of a full PC experience without having to carry around an entire computer.

# ERGONOMICS

According to [Brink News](#), nearly half of employees working from home reported they were experiencing more aches, pains, and back problems than ever before. At the same time, they report an analysis showed that claims for musculoskeletal issues between January and September 2020 had surpassed the total number of claims for the three previous years.

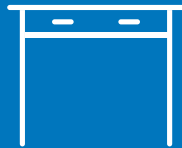
The message to employers is clear: get your ergonomics in order. As employees come back to the office or settle into a sustainable hybrid routine, it's important to consider ways to improve office ergonomics. Ergonomics go a long way toward helping maximize productivity and eliminating nagging issues that can keep employees home dealing with health issues.

# ERGONOMICS

## CONTINUED

These are some of the trends we are seeing in ergonomics today:

### Standing or Hybrid Desks



Not long ago, the phrase “sitting is the new smoking” entered the common vocabulary. [Research](#) suggests that sitting for long periods throughout the day can contribute to back pain and chronic illness. To combat these issues, many businesses are investing in standing desks or hybrid sit-stand desks that give workers more flexibility while they work.



### Workstation Assessments



Ergonomics is highly personal. What works for one body may not work for another. Preexisting conditions, preferences, or the tasks involved in a job put different demands on team members. Many companies are hiring consultants or partners to conduct workstation assessments that can help identify what each employee needs and the unique challenges of their space and role, and then recommend customized solutions within the business’s budget to help eliminate issues.



# ERGONOMICS

## CONTINUED

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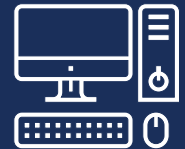
### Office Chairs



For teams that spend even part of the day sitting, having the right chair is essential. A variety of options exist in the market, from those that offer specialized mid-back or high-back support to ergonomic balance solutions designed to increase mobility while sitting.



### Desktop Setups



Optimizing your monitor, keyboard, and mouse can go a long way toward preventing repetitive strain issues or modern challenges like “tech neck.” Following best practices such as lifting monitors to eye level and investing in ergonomically designed mice and keyboards can help keep your team healthy and productive through their most demanding days.



Creating a modern workspace is easy. Visit our [Furniture Showcase](#) to uncover new ways to update.



# 4

# NETWORKING

Managing a network takes significant staff time and resources. Today's networks are under increasing strain from bandwidth-hungry applications, multiple devices, and cybersecurity threats. Organizations that are seeking to maximize uptime and streamline IT teams' workflows are turning toward network managed services.

Managed services ensure that you're making the most of software-defined networking to apply the latest security and monitoring tools. Any threat or questionable activity can be automatically detected, and isolated—before it has the opportunity to impact your operations.

Visit our [Network Transformation Service](#) and uncover way to revitalize your aging infrastructure.

# NETWORKING

## CONTINUED



### SECURE

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### PROTECT

One study reported by Forbes notes that 80% of Senior IT and IT leaders question their organization's ability to manage security threats despite investments made in 2020. Increasingly, throughout the pandemic businesses have faced a complex security landscape. The good news for busy firms is that they don't have to go it alone. While having a full-time, dedicated security expert on staff often isn't financially viable—and this talent is extremely difficult to hire—a managed services partner can help. Managed security offers ongoing monitoring and compliance, visibility into what's happening on the network at any time, and timely deployment of security patches and other solutions.



### MANAGE

Your network speed has a direct impact on how effectively your entire business runs, from sharing files between computers to determining how effectively networked printers operate. Wi-Fi 6 is now becoming increasingly mainstream, and many companies are taking the speed of their networks to the next level with Wi-Fi 6 enabled routers. Building an infrastructure that can support next-generation standard Wi-Fi will help ensure the reliability and efficiency of your in-office digital experience.

## 5

# COLLABORATIVE PLATFORMS

Flexible collaboration has been one of the cornerstones of success over the past year. Many companies have implemented solutions such as Microsoft 365 and Teams to keep distributed workers connected. Even as many employees return to the office, it's important to keep the best parts of what worked for remote work and bring it into the office.

Collaboration platforms let your team stay connected no matter where they're working. This might mean helping colleagues in different branches collaborate more easily or providing simple messaging capabilities to resolve a question with the least amount of frustration. It also supports a flexible hybrid model that's become increasingly popular as companies manage their transitions from remote work or bring back employees in accordance with guidelines.

With a platform in place, you can facilitate efficient:

- File sharing and document management
- Chat and other messaging options
- Real-time collaboration and project updates
- The ability to create dedicated channels for specific products or clients
- Videoconferencing

By integrating the tools of a collaboration suite into your overall business processes, it's possible to increase the efficiency of staff interactions across your organization.



Learn about our [Workplace Transformation Services](#) and discover new ways to enable a fast and friction-free technology experience.

# 6

## DEVICE AS A SERVICE

Managing the lifecycle of your IT devices is essential for both performance and cost controls. Yet with devices often having varying lifecycles and being deployed at different points throughout the year, developing an integrated device management program has become increasingly time consuming. And companies that don't devote the resources to this crucial management task may struggle with upkeep, security, and a host of other issues.

Experts typically recommend a 3-to 5-year hardware refresh cycle. Failing to keep up with your hardware can lead to outdated technology that causes security risks, downtime, and inhibits productivity. Yet what's required to handle the day-to-day management of all your devices can take up all your IT team's time, when they need to be focusing on high priority tasks.



Device as a Service (DaaS) is an offering that makes it simple and affordable to stay up to date with the latest technology and offer your end users the technological experiences they want. A DaaS partner will understand your unique needs and then bundle hardware, software, and managed services into a single package that:

- Shifts costs from your CapEx accounts to recurring OpEx expenses
- Provides device oversight, including security and firmware updates and bringing outdated devices out of service
- Installs patches and security updates for OS and applications
- Handles maintenance, repair, and replacement when issues occur
- Develops and supports your deployment process when your team requires new devices

With mobile devices and other technology at the center of your productivity efforts, DaaS can result in greater productivity and eliminate ongoing challenges from your IT team's workflow.

## 7

# MANAGED PRINT SERVICES

Finding effective strategies to help your administrative team lighten their load and focus their daily activities on strategic support is essential. Increasingly, companies are turning to [Managed Print Services](#) (MPS).

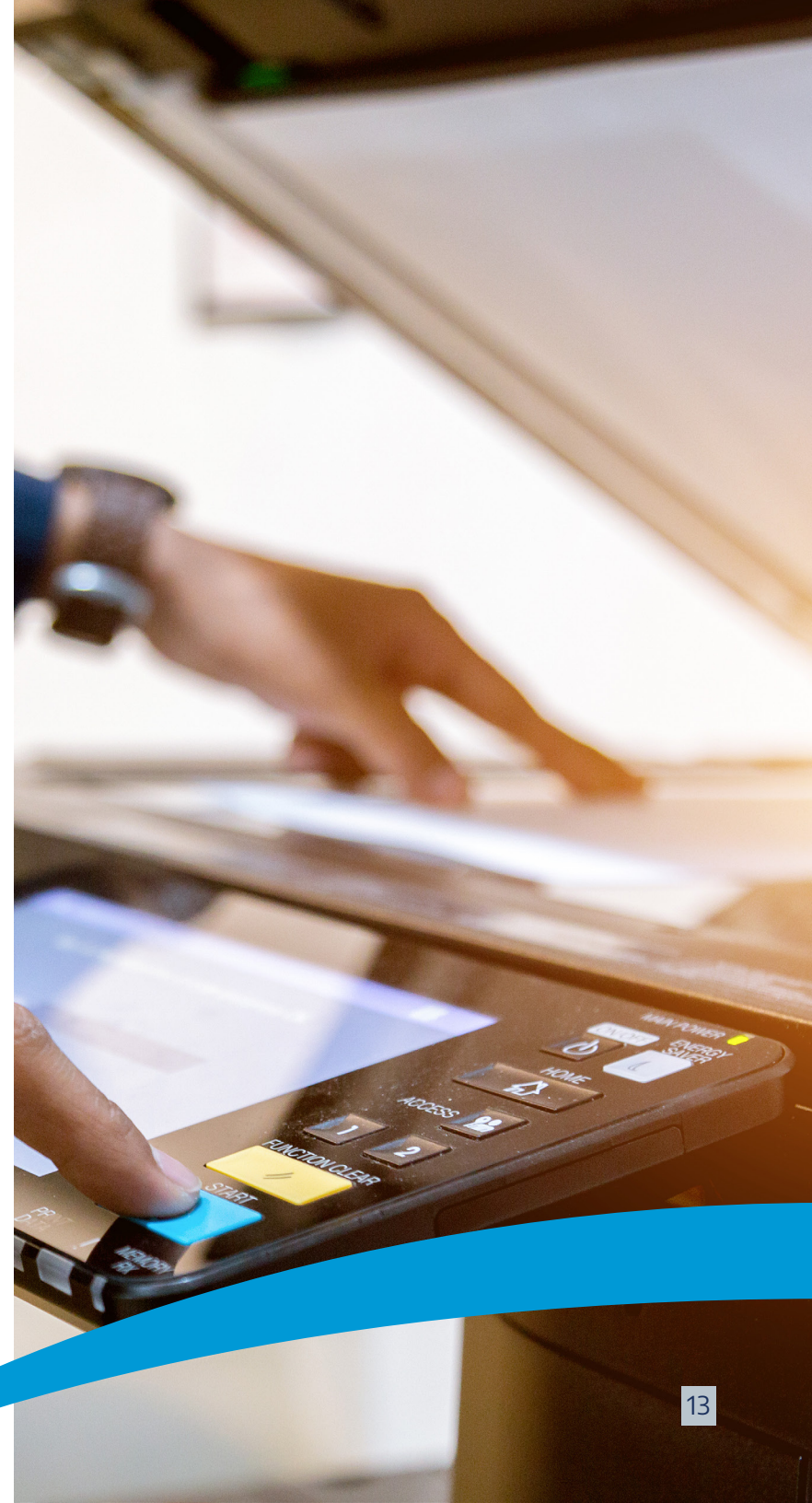
The way that a managed print service works is simple. Typically, they'll interview you about your printing needs and pain points, take stock of your printer fleet, and then use data analytics to gather insights about how much printing you're doing. Based on that, they'll develop a schedule for supply shipments and routine maintenance. MPS can also help with the greater complexities of managing a mobile printer fleet, including dealing with security issues and troubleshooting Wi-Fi connectivity.

As the work environment continues to evolve, many MPS providers are even developing remote work and hybrid support programs for employees with jobs that require print capabilities remotely. [CRN](#) notes "Going forward, serving the print needs of the 'hybrid' workforce is also expected to be an opportunity for solution providers, with many workers likely to remain at home part-or full-time going forward."

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[IDC](#) found that companies can save as much as 30% on their print management function from utilizing an MPS provider.

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# CONCLUSION

Returning to the office can be the start of a new level of productivity for your team. Take advantage of your fresh perspective to find ways to introduce efficiencies through better equipment, strategically leveraging services, and more.

Don't navigate the process of taking your productivity to the next level alone.

**Contact Connection today and have one of our business productivity experts discuss your unique needs and help develop a custom strategy to bring maximum efficiency to your office.**

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