

HOW TO GET MORE DONE AT WORK IN 2015

Over 70% of office workers and managers believe today's workers are more productive than they were five years ago. At Staples Advantage, we surveyed* over 500 office workers, decision makers, and productivity experts to determine what they're doing to increase productivity in the office as well as the key barriers they avoid on the path to a successful workday.

*Survey results: <http://investor.staples.com/phoenix.zhtml?c=96244&p=irol-newsArticle&ID=1833066&highlight>

Drivers

Mobile Technology



Better mobile connectivity = better work-life integration and efficiency.

Taking Breaks



An average of 2 breaks a day (lunch included) help to keep everyone on task.

Telecommuting



Telecommuting makes it easy to work around variable schedules.

BYOD Bring Your Own Device



Device choice means more natural workflows and increased productivity.

Barriers

Technology Limitations



Without the right tools, getting the job done becomes a hassle.

Non-Collaborative Work Environments



Working in silos is bad for morale and worse for managing workloads.

Office Temperature



Too hot or too cold, an uncomfortable environment is a barrier to working effectively.

Too Many Meetings



A multitude of meetings suck time at the expense of to-do lists.

5 to 6 feet
Typical cubicle height*

Tip

For better collaboration, consider new, shorter cubicle options that maintain privacy while making it easier for coworkers to communicate openly.

Sources:
*<http://en.wikipedia.org/wiki/Cubicle>
<http://blog.staplesadvantage.com/2013/08/19/three-tips-to-maximize-productivity-in-your-office-2/>

20 Minutes
Average time it takes employee to leave office for coffee

Tip

Keep your break room well stocked with yummy stuff.

Source:
<http://blog.staplesadvantage.com/2013/08/19/three-tips-to-maximize-productivity-in-your-office-2/>

1 in 3
Office workers spend 8 or more hours per day in front of a computer screen

Tip

A chair's seat depth, back height, arm height and tilt tension can be customizable to minimize risk and increase comfort.

Source:
<http://blog.staplesadvantage.com/2013/08/19/three-tips-to-maximize-productivity-in-your-office-2/>

For more tips and ideas for increasing productivity, please visit the **Staples Advantage blog** at: