

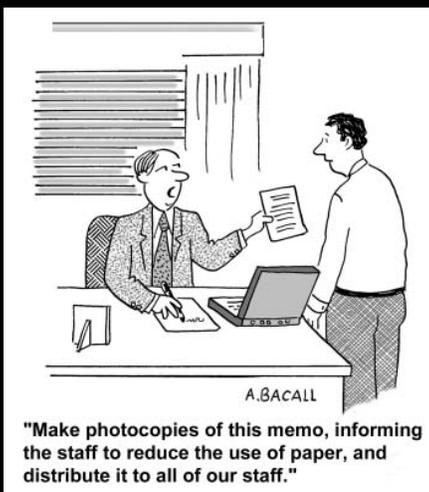
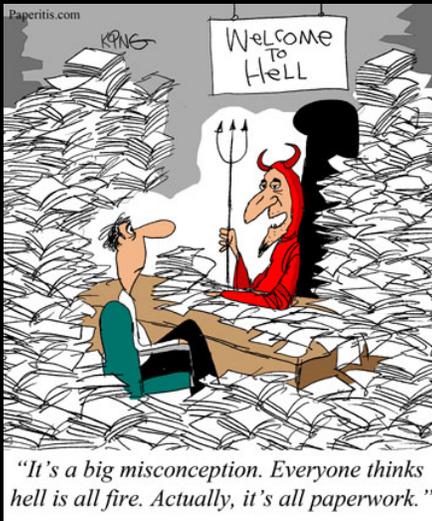
Work Smarter Not Harder

December 22, 2015

Getting Organized

Being organized can be a lot of work. I know I have put off that stack of paper more than once, but eventually I have to deal with it. I know the longer I put it off, the bigger it becomes. Also the more time passes, the less my memory of what all those slips of paper were for. There has to be a better way and there is.

The Paperless Office



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Your co-worker might roll their eyes at you upon mentioning a paperless office. Computers were supposed to reduce or eliminate our paper usage. In fact, the opposite is true. People are printing paper at an increasing rate. If you look at the research the amount of written words is doubling every six months. More and more communications are happening through digital channels. Paper channels are increasing too. How do we deal with the stacks of receipts, invoices, statements, and communications sitting on our desks?

Sort and Store

The "old" way



Filing Cabinet

The "new" way



Digital Scanner

Typically, we would sort the important papers out and then file them into folders. This is how industries have operated for hundreds of years. This works well if you only have a small amount of paper to organize.

The new way of organizing paper requires a digital scanner which converts the paper into a digital file that we can store on a computer. We then discard the paper unless we require a hard copy.

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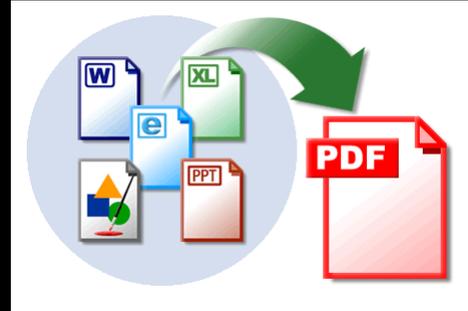
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The “old” way



Print and File

The “new” way



Print to PDF and File

When it comes to information you would usually print a hardcopy then file it. There is a more efficient way to file documents. You can install a free PDF printer and digitally print your data to a digital file. It is important to back-up your data just in case. Always have your data in at least 2 places!

The “old” way



The “File room”

The “new” way



The “database”

If we just scan everything we will end up with a pile of files on our computer. We also need software to sort the data and collect all the meaningful information in one place. Putting information in a database allows us to make reports, sort, and display information quickly. The most powerful use of the database has to be quickly finding information therefore, no more digging through filing cabinets for hours searching for what you need.

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Work faster, smarter, greener

Going paperless can help your practice:

- Reduce costs associated with paper, printers, copiers, fax machines, ink cartridges, and so on.
- Eliminate filing cabinets and reclaim space.
- Increase staff efficiency by eliminating time spent searching for records.
- Present a professional image to clients.
- Respond faster to client questions.
- Create a faster workflow.

You no longer need to use the “old” method of processing as there are many ways to make yourself more efficient so you have more time in your day for more important duties, such as, running your business.

How many hours a week are you processing paper? An Excel spreadsheet calculator is attached to this e-mail. We designed this calculator to make it easy for you to figure out how much time you are spending processing paper. Each row in the spreadsheet is a day and each day has columns for your paper duties. Please fill out the Excel worksheet attached to see your processing performance.

We hope you found this Black Paper to be informative and helpful. In January we will focus on, “Getting Organized” where we can analyze your paper flow and save you time and money with smart solutions.

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