



THE V-EDITION

MARCH 2018

BUSINESS 3000+ AWARDS

VCSO is a proud sponsor of the Business 3000+ Awards, Melbourne’s premier Awards Program for small businesses. This year we have the honour of sponsoring and presenting the New Business Award. This category is for organisations who have been in operation for 2 years or less, and is judged on their projected growth, and their planned solution to overcoming anticipated challenges over the next 12 months.

At VCSO we understand the challenges that many businesses face, this is why we provide tailored packages to suit each individual business and their specific requirements. We offer solutions to help your business succeed and we are with you every step of the way.

We are proud to recognise the organisations in the New Business Award category. For more information about the Business 3000+ Awards, please follow the link below: www.b3000awards.org.au

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ORGANISATION HACKS FOR SMALL BUSINESSES

Getting organised involves a lot more than just neatening stacks of papers and filing emails away. Organisation involves creating systems and procedures for the different aspects of your business; which in turn has the potential to help you become more productive and profitable.

Regardless of the size of your business, there are always ways in which you can improve. Below are some tips on how you can become more organised in your business.

1. Cleanse your office

Too much clutter and unnecessary “stuff” can add to the daily stress and chaos of your work day. The first step to getting organised is to cleanse your office – it’s time to get rid of whatever is outdated, no longer relevant or a duplicate. Delete those old voicemail messages, shred or recycle those documents that you have saved on your computer and organise your work space so that it has everything you need on a daily basis.

2. Create a filing system

Papers and documents are often the biggest culprit for causing clutter and disorganisation. If you don’t have one already, it’s time to create a filing system so that you know exactly where everything is and what is to be actioned. One study found that the average person wastes over 4 hours per week searching for papers. Go through your filing cabinets and shred anything that’s out of date or no longer relevant to your business. You may also want to start moving towards a paperless office – this is becoming the way of the future!

3. Tame your Inbox

Keeping your inbox in order is paramount to your businesses organisation and productivity. It is possible to manage your email inbox so that you only see the messages you still need to deal with and everything else is neatly filed away for safe keeping or future reference. Start with a clean slate by filing away everything you no longer need to respond to.

4. Reduce the number of emails

Once your inbox is clean and tidy, it's time to manage the number of new emails you receive each day by unsubscribing to newsletters or other subscriptions that you no longer read. Create specific folders where non-essential emails go automatically so they don't interrupt your daily flow.

5. Get your computer organised

It doesn't take long for your desktop to become cluttered with icons, half completed documents and random files you don't know where to file. Not only is this a downer for your productivity, but it can also slow down your computer's performance significantly. Clean up your desktop, update software, and scan for viruses and performance issues – these will all help with getting your computer back in to shape.

6. Social Media management

We all know how much time can be wasted on social media if you're not approaching it in a systematic and organised way. Your profiles can also become clogged and out of date. Take stock of where your business has a social presence and deactivate any accounts that are no longer in use. There is no point having multiple Pinterest, Facebook, Twitter, LinkedIn, and Instagram profiles if you're not actively posting and monitoring each account. Then look at posting information that is relevant and appealing to your target audience.

It's time to declutter your work space and get organised so that you can increase productivity and performance. The task to clean up and put these systems and processes in place can seem daunting, you are not alone - our talented team at VCSO are here to help! We can help you and your business get organised with all of the above and more. Talk to one of our friendly team members today to find out more.



LET US HELP YOU GET ORGANISED

Buy one hour of secretarial services and get
another hour free!

CLICK HERE TO REDEEM

A grayscale photograph of a desk setup. In the background, a large Dell monitor displays a faint, large number '1525'. In the foreground, a white keyboard is visible. Two small white busts are placed on the desk: one of Albert Einstein on the left and one of Leonardo da Vinci on the right. The overall scene is dimly lit, with the primary light source coming from the monitor.

**"IF THE PLAN
DOESN'T WORK,
CHANGE THE PLAN,
NOT THE GOAL"**