



Back In Session: Building Better Work Habits

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Business System Solutions is your IT Service Partner who provides peace of mind through guidance, education, and responsive support. Serving communities in Indiana and Tennessee.

Caretakers of Your Productivity.

"Confess your sins to each other and pray for each other so that you may be healed. The earnest prayer of a righteous person has great power and produces wonderful results."

James 5:16

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Back-to-school season is a reminder that continuous learning, organization, and growth are still important. Just like heading back to the classroom, it's an opportunity to refresh the habits and routines that support your success.

Organized For Success

Effective organization can help reduce distractions, improve productivity, and make it easier to locate information and resources you need to complete your daily tasks.

Organize Files & Folders for Easy Access

A clear, simple system can help you save time and make it easier to access your files and folders. In shared network drives, such as OneDrive, SharePoint, Google Drive, or Dropbox, you can group files into folders and subfolders for various clients, departments, projects, and timeframes.

When creating files, it's helpful to use descriptive names so it's easier to identify and locate them later. Consider adding the project or client

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name, date, and version.

When adding file names, try these practices:

- Include dates in YYYY-MM-DD format for automatic chronological sorting.
- Replace spaces with underscores or hyphens.
- Avoid special characters, such as symbols or emojis.
- Be specific about the file type and content, such as “invoice” or “document”.
- Include version numbers if the file has multiple variations.

If supported by your file storage platform, consider color coordinating your files to differentiate them. For example, client folders may be blue while internal folders are yellow.

Finally, consider who needs access to specific information. Store files in locations that are easily accessible to the appropriate employees. Keep in mind that if document copies are stored in multiple locations, updates may not sync across them, making it difficult to determine which one contains the latest changes.

Reduce Digital Clutter

A cluttered digital workspace can make it harder to find information and work efficiently. Taking time to organize your files can help you stay focused, reduce frustration, and quickly locate what you need.

It's important to regularly check and organize your documents, downloads, and desktop to remove unnecessary files. Also, consistently empty your device's recycle or trash bin to free up additional space. Beyond files, unsubscribe from emails you don't regularly interact with as well to prevent an overly crowded inbox.

Lastly, have a consistent folder structure and file naming system to make it easier to organize and locate information, helping the decluttering process feel less overwhelming.

Create A Workspace That Supports Productivity

A clean, comfortable, and functional workspace can improve your work environment. When possible, take advantage of natural light, minimize distractions and noise levels, and take breaks throughout the day to reset and recharge.

Most importantly, create a workspace and routine that supports you and the way you work best.

Strengthen Communication & Collaboration

Strong communication and effective collaboration help teams stay aligned, build positive working relationships, and achieve shared goals.

Set Expectations Early & Often

Clear expectations help everyone understand the priorities, responsibilities, and deadlines. Whether you're managing a project or working with a team, establish goals early, break larger tasks into manageable milestones, and clarify who is responsible for each step.

Through regular check-ins, feedback, and progress updates, expectations can be maintained to ensure they're attainable and completed properly.

Make Collaboration Easier

Collaboration thrives in an environment where ideas, feedback, and contributions are encouraged.

Characteristics of effective workplace collaboration often include:

- Shared ownership of goals and outcomes.
- Adaptable to roles based on the tasks being completed.
- Contributions from multiple team members working toward a common objective.
- A focus on creative problem-solving beyond simply completing tasks.

While collaboration may look different across teams, working together often leads to stronger ideas, better problem-solving, and a greater sense of purpose as employees contribute to a common goal.

Get More Value from Meetings

Meetings are most effective when everyone understands their purpose. Before a meeting begins, establish what needs to be discussed and what the expected outcome is.

Throughout the meeting, encourage active participation, mutual respect, and active listening. Create opportunities for everyone to contribute and welcome different ideas and perspectives.

To conclude the meeting, clearly define next steps, assign responsibilities, and identify any deadlines or follow-up actions.

Manage Your Time Wisely

Managing your time wisely begins with identifying opportunities to work more efficiently. Standardizing processes and automating routine tasks can help reduce repetitive work, save time, and allow you to focus on higher-priority responsibilities.

Establish consistent workflows by documenting processes, using templates, and establishing clear procedures. You can also leverage software tools and artificial intelligence (AI) to automate tasks such as scheduling, reporting, and routine communications.

Together, standardization and automation can improve efficiency, reduce manual errors, enhance productivity, and support better decision-making across teams and departments.

Commit To Continuous Learning

Continuous learning helps employees adapt to change, strengthen their skills, and grow professionally. Take advantage of training programs offered by your organization, as well as external resources such as workshops, seminars, webinars, conferences, and industry events. Also, seek guidance from mentors and peers who can share knowledge, provide encouragement, and offer new perspectives. Lastly, learn shortcuts, tools, or best practices to streamline repetitive daily tasks.

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Success in the workplace is often shaped by the habits and routines we practice every day. By investing in these areas, you can support your individual growth and contribute to long-term organizational success. □

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# STAFF Q&A

## If you could take any class, what would it be?



**SYDNEY**

MARKETING & CLIENT ENGAGEMENT SPECIALIST

"I would love to take multiple classes including sewing, embroidery, beginner dance, and kickboxing. So many hobbies and skills fascinate me so it's hard to pick! "



**CHRIS**

TECHNICAL SOLUTIONS ENGINEER

"Physics, cosmology, or astronomy. I'm a big space nerd and love learning about how things work at every level, including the history and future of the universe."