

# Getting your home office organised



Recently Subtropical Dairy ran a series of “Organising the Dairy Farm Office” workshops. The NSW Mid North Coast was the second workshop delivered in the region in April. On the day each group discussed all facets of the dairy office and the office work that goes with it. We started off with what we liked and didn't like about office work, where our office work gets done and each participant's current setup and equipment. Often we find ourselves distracted whilst doing office work. To overcome this, you can implement small changes like setting aside small chunks of time each day or each week with a specific to-do-list of items to get done. Getting in and sticking to the list can help you avoid procrastinating or getting caught up with other jobs.

Throughout each session we also covered off key elements of office work including tips and tricks on how to get on top of your emails including getting a designated 'accounts' email setup for the business, how to filter out junk and spam and the use of folder systems in emails to help you organise emails. The groups discussed different systems and processes they could put in place to organise mail and ensure key information doesn't get lost. This could even be as simple as using an old box for all business mail to be put in so it doesn't get caught up with personal mail, or asking your suppliers to switch to all accounts and invoices being sent electronically.

The workshop also covered newer technology options for managing

documents, including some cloud based options. Cloud storage allows you to free up space on your computer and store documents on the internet, also allowing you to access those documents no matter where you are. You can share them easily with business partners, employees and even your accountant. Some key tips on converting to cloud and paperless office was checking out some free options to try first. The free storage might be enough for your business. The group enjoyed sharing ideas and their own office strategies on running an effective office and exploring different technologies and setups to ensure efficiency. If you want an office follow up or have any questions, you can contact Alicia Richters or your local extension co-ordinator to discuss. ■ ■

