

Chapter 1 : Integrated Workplace Management System & Software | IWMS

Workplace management exceeds the scope of traditional facility management functions as it aims to enhance workforce productivity and collaboration. It is a strategic instrument that supports business goals and provides measurable value.

Work and life imbalance Benefits of time management in a workplace There are many advantages that come along with proper management of time. In your professional life, time management can benefit you in the following ways: Deliver work on time Allocating a finite time period to tasks help you complete them on time. It also helps you to manage your workload in the most effective way. When you have time-boxed tasks, your brain gets rewired to follow the structure and accomplish those activities within the desired time-frame. Thus, you can easily deliver work on time if you have managed your time well. Provide better quality of work As a dedicated employee, you are expected to provide work of certain quality and standards. With proper utilization of time and prioritization of activities , one can easily provide a better quality of work. Prioritization helps you focus on important tasks by keeping them in the highest priority which enables you to work on them with full attention and focus. Hence, quality of work is improved. Improved productivity and efficiency It is no secret that effective time management skills make you more productive and efficient as a working professional. These skills are helpful in helping you finish tasks as early as possible without compromising on the quality of work. Less stress and anxiety There are times when employees feel overwhelmed due to too much work on their plates. This can not only hamper your productivity but also take a toll on your overall health. Excessive stress and hypertension can lead to heart diseases, depression, obesity and more. Knowing what to do when can reduce unnecessary stress and tensions from your life. If you keep things under control on the professional front, you get more time to focus on your personal life and relationships. Knowing the fact that tasks and activities are on track will bring a sense of calmness in your personal life. As you feel calmer and less stressed out, your quality of life improves automatically. More opportunities and career growth Being punctual with your work will not only increase your effectiveness but will also help you earn a good reputation at work. When managers and seniors know that you always complete your tasks on time, it could lead the way for more promotional opportunities at work. Plan and prioritize better with a work management software. Frankly, anyone can learn this art with a little practice and learning. So here are a few steps that tell you how to become a time management expert: Plan Planning plays an important role in time management as both go hand-in-hand with each other. You can make the most of your time only when it is thoroughly planned. The idea behind time management is to work smarter than harder and make time to do other things as well. That said, many employees start their day with unimportant tasks or something that can be easily done later. Prioritization helps you realize that not everything you do is important. It is important to focus on your priorities to achieve success at work. Figure out the most important tasks and the ones that are urgent. This categorization will help you focus on what actually needs to be done. You can use various project management tools that help you set your priorities straight from the day a project starts. Instead of accomplishing too many things, you end up achieving nothing out of them. The best way to utilize your time is to take one thing at a time and accomplish it before jumping to the next thing. Make a list of tasks that need to be accomplished in terms of their priority. Not only you would be able to focus better but there would be lesser distractions as well. And no distractions mean less likelihood of mistakes. Cut off distractions In our everyday life, distractions cost us many valuable hours in a day. Mobile phones, chatty coworkers, social media are some of the common distractions at work that almost cost us three hours a day. Take a moment to learn about the things that distract you. If social media and mobile phones are halting your productivity, set a fixed time in a day where you can check your social media. Use a time management software No one understands the importance of time management in the workplace better than a project manager especially when you have to handle too many tasks and team members simultaneously. Many effective project managers use time management software to stay on top of everything. Such tools are helpful in managing and tracking the time being spent on each task. If you are looking for such a tool, you can try ProofHub. It helps you to keep a record of every minute so that you can manage your time efficiently at work. In conclusion

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time management skills can have a positive impact on your work and life in general. I hope this post was helpful in learning about the importance of time management in the workplace. I would love to know your thoughts and how you stay on top of your daily activities in the comments section below. Subscribe to ProofHub Get the latest posts delivered right to your inbox.

Chapter 2 : Workplace Management Skills - how to articles from wikiHow

We are management consultants that help companies leverage their workplace move, minimize risks, increase productivity and employee engagement. We are experts in strategic planning, organizational effectiveness, real estate, facility management, workplace strategy, workforce planning, technology, c.

Workplace Stress Joseph Batson T Increased levels of job stress as assessed by the perception of having little control but lots of demands have been demonstrated to be associated with increased rates of heart attack, hypertension and other disorders. In New York, Los Angeles and other municipalities, the relationship between job stress and heart attacks is so well acknowledged, that any police officer who suffers a coronary event on or off the job is assumed to have a work related injury and is compensated accordingly including heart attack sustained while fishing on vacation or gambling in Las Vegas. It is not the job but the person-environment fit that matters. Some individuals thrive in the time urgent pressure cooker of life in the fast lane, having to perform several duties at the same time and a list of things to do that would overwhelm most of us – provided they perceive that they are in control. They would be severely stressed by dull, dead end assembly line work enjoyed by others who shun responsibility and simply want to perform a task that is well within their capabilities. The stresses that a policeman or high school teacher working in an inner city ghetto are subjected to are quite different than those experienced by their counterparts in rural Iowa. It is necessary to keep this in mind when sweeping statements are made about the degree of stress in teachers, police personnel, physicians and other occupations. Stress levels can vary widely even in identical situations for different reasons. Stress is a highly personalized phenomenon and can vary widely even in identical situations for different reasons. One survey showed that having to complete paper work was more stressful for many police officers than the dangers associated with pursuing criminals. Scientific studies based on this model confirm that workers who perceive they are subjected to high demands but have little control are at increased risk for cardiovascular disease. Digesting the Statistics of Workplace Stress Numerous surveys and studies confirm that occupational pressures and fears are far and away the leading source of stress for American adults and that these have steadily increased over the past few decades. While there are tons of statistics to support these allegations, how significant they are depends on such things as how the information was obtained self-report vs. Such a conclusion might be anticipated from telephone calls to residential phones conducted in the afternoon. It is crucial to keep all these caveats in mind when evaluating job stress statistics. Highlighted statistics from the report: An average of 20 workers are murdered each week in the U. The figures are probably higher since many are not reported. Certain dangerous occupations like police officers and cab drivers understandably have higher rates of homicide and non-fatal assaults. According to an International Labor Organization study, Americans put in the equivalent of an extra hour work week in compared to ten years previously. Japan had the record until around but Americans now work almost a month more than the Japanese and three months more than Germans. We are also working harder. An estimated 1 million workers are absent every day due to stress. The European Agency for Safety and Health at Work reported that over half of the million working days lost annually in the U. If this occurs in key employees it can have a domino effect that spreads down the line to disrupt scheduled operations. Stress due to job insecurity has skyrocketed A government study reported that more jobs had been lost in the previous year than any other year in the last half century, and that the number of workers fearful of losing their jobs had more than doubled over the past decade. That was several years ago and the problem has worsened considerably since then. A February poll found that almost 50 percent of employees were concerned about retaining their job and with good reason. There were massive layoffs due to down-sizing and bankruptcies including the collapse of over dot. The unemployment rate by the end of the year was the highest it had been in 16 months. Nor have things improved since then. Since then we have witnessed the collapse of Enron and its tidal wave of repercussions on other companies and their employees. There are fears that this may be just the tip of the iceberg as accounting irregularities of a similar nature may augur the downfall of other large organizations widely assumed to be on a solid financial footing. Nor is the problem limited to the U. Japan had a similar problem as a result of a

major and prolonged recession. A subsequent European Commission survey found that: Job Stress carries a price tag for U.

Chapter 3 : Workplace Management Checklist

Workplace management is a series of activities for planning, designing, using and disposing items surrounding the workplace for the purpose of helping employees organize their daily tasks and optimize the use of resources and facilities. Managing the workplace means following specific management approaches and having a plan to understand the.

Using alcohol or drugs to cope Tip 1: Beat workplace stress by reaching out Sometimes the best stress-reducer is simply sharing your stress with someone close to you. The act of talking it out and getting support and sympathy—especially face-to-face—can be a highly-effective way of blowing off steam and regaining your sense of calm. Turn to co-workers for support. Having a solid support system at work can help buffer you from the negative effects of job stress. Just remember to listen to them and offer support when they are in need as well. When you take a break, for example, instead of directing your attention to your smartphone, try engaging your colleagues. Lean on your friends and family members. As well as increasing social contact at work, having a strong network of supportive friends and family members is extremely important to managing stress in all areas of your life. On the flip side, the lonelier and more isolated you are, the greater your vulnerability to stress. Build new satisfying friendships. Meet new people with common interests by taking a class or joining a club, or by volunteering your time. As well as being a great way to expand your social network, being helpful to others—especially those who are appreciative—delivers immense pleasure and can help to significantly reduce stress. Make time for regular exercise Aerobic exercise—activity that raises your heart rate and makes you sweat—is a hugely effective way to lift your mood, increase energy, sharpen focus, and relax both the mind and body. Rhythmic movement—such as walking, running, dancing, drumming, etc. For maximum stress relief, try to get at least 30 minutes of activity on most days. The Mental Health Benefits of Exercise: For Depression, Anxiety, and Stress And when stress is mounting at work, try to take a quick break and move away from the stressful situation. Take a stroll outside the workplace if possible. Physical movement can help you regain your balance. Make smart, stress-busting food choices Your food choices can have a huge impact on how you feel during the work day. Eating small, frequent and healthy meals, for example, can help your body maintain an even level of blood sugar, keeping your energy and focus up, and avoiding mood swings. Low blood sugar, on the other hand, can make you feel anxious and irritable, while eating too much can make you lethargic. Minimize sugar and refined carbs. But these "feel-good" foods quickly lead to a crash in mood and energy, making symptoms of stress worse not better. Reduce your intake of foods that can adversely affect your mood, such as caffeine, trans fats, and foods with high levels of chemical preservatives or hormones. Eat more Omega-3 fatty acids to give your mood a boost. The best sources are fatty fish salmon, herring, mackerel, anchovies, sardines , seaweed, flaxseed, and walnuts. Drink alcohol in moderation. But skimping on sleep interferes with your daytime productivity, creativity, problem-solving skills, and ability to focus. Improve the quality of your sleep by making healthy changes to your daytime and nightly routines. For example, go to bed and get up at the same time every day, even on weekends, be smart about what you eat and drink during the day, and make adjustments to your sleep environment. Aim for 8 hours a night—the amount of sleep most adults need to operate at their best. Turn off screens one hour before bedtime. Avoid stimulating activity and stressful situations before bedtime such as catching up on work. Instead, focus on quiet, soothing activities, such as reading or listening to soft music, while keeping lights low. Stress and shift work Working night, early morning, or rotating shifts can impact your sleep quality, which in turn can affect productivity and performance and leave you more vulnerable to stress. Adjust your sleep-wake cycle by exposing yourself to bright light when you wake up at night, using bright lamps or daylight-simulation bulbs in your workplace, and then wearing dark glasses on your journey home to block out sunlight and encourage sleepiness. Limit the number of night or irregular shifts you work in a row to prevent sleep deprivation mounting up. Avoid frequently rotating shifts so you can maintain the same sleep schedule. Eliminate noise and light from your bedroom during the day. Use blackout curtains or a sleep mask, turn off the phone, and use ear plugs or a soothing sound machine to block out daytime noise. Prioritize

and organize When job and workplace stress threatens to overwhelm you, there are simple, practical steps you can take to regain control. Time management tips for reducing job stress Create a balanced schedule. All work and no play is a recipe for burnout. Try to find a balance between work and family life, social activities and solitary pursuits, daily responsibilities and downtime. Leave earlier in the morning. Even minutes can make the difference between frantically rushing and having time to ease into your day. Make sure to take short breaks throughout the day to take a walk, chat to a friendly face, or practice a relaxation technique. Also try to get away from your desk or work station for lunch. It will help you relax and recharge and be more, not less, productive. Many of us feel pressured to be available 24 hours a day or obliged to keep checking our smartphones for work-related messages and updates. That may mean not checking emails or taking work calls at home in the evening or at weekends. Avoid scheduling things back-to-back or trying to fit too much into one day. Task management tips for reducing job stress Prioritize tasks. Tackle high-priority tasks first. If you have something particularly unpleasant to do, get it over with early. The rest of your day will be more pleasant as a result. Break projects into small steps. If a large project seems overwhelming, focus on one manageable step at a time, rather than taking on everything at once. Let go of the desire to control every little step. Be willing to compromise. Break bad habits that contribute to workplace stress Many of us make job stress worse with negative thoughts and behavior. Aim to do your best, no one can ask for more than that. Flip your negative thinking. Try to think positively about your work, avoid negative-thinking co-workers, and pat yourself on the back about small accomplishments, even if no one else does. Many things at work are beyond our control—particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control such as the way you choose to react to problems. Look for humor in the situation. When used appropriately, humor is a great way to relieve stress in the workplace. When you or those around you start taking things too seriously, find a way to lighten the mood by sharing a joke or funny story. Clean up your act. If your desk or work space is a mess, file and throw away the clutter; just knowing where everything is can save time and cut stress. Be proactive about your job and your workplace duties When we feel uncertain, helpless, or out of control, our stress levels are the highest. Here are some things you can do to regain a sense of control over your job and career. Talk to your employer about workplace stressors. Healthy and happy employees are more productive, so your employer has an incentive to tackle workplace stress whenever possible. Rather than rattle off a list of complaints, let your employer know about specific conditions that are impacting your work performance. Clarify your job description. Ask your supervisor for an updated description of your job duties and responsibilities. If your workplace is large enough, you might be able to escape a toxic environment by transferring to another department. Ask for new duties. If burnout seems inevitable, take a complete break from work. Go on vacation, use up your sick days, ask for a temporary leave-of-absence—anything to remove yourself from the situation. Use the time away to recharge your batteries and take perspective. Look for satisfaction and meaning in your work Feeling bored or unsatisfied with what you do for large parts of the day can cause high levels of stress and take a serious toll on your physical and mental health. But for many of us, having a dream job that we find meaningful and rewarding is just that: Finding the Right Career: How to Find Job Satisfaction Even in some mundane jobs, you can often focus on how what you do helps others, for example, or provides a much-needed product or service. Changing your attitude towards your job can also help you regain a sense of purpose and control. How managers or employers can reduce stress at work Having your employees suffering from work-related stress can result in lower productivity, lost workdays, and a higher turnover of staff. As a manager, supervisor, or employer, though, there are things you can do to lower workplace stress. The first step is to act as a positive role model. Improving Communication at Work Consult your employees. Talk to them about the specific factors that make their jobs stressful. Some things, such as failing equipment, understaffing, or a lack of supervisor feedback may be relatively straightforward to address. Sharing information with employees can also reduce uncertainty about their jobs and futures. Communicate with your employees one-on-one. Deal with workplace conflicts in a positive way.

Chapter 4 : Workplace Management Services | Colliers International

An integrated workplace management system (IWMS) is a software platform that helps organizations optimize the use of workplace resources, including the management of a company's real estate portfolio, infrastructure and facilities assets.

Increased efficiency in managing workplace means that you become more productive when doing daily operations, following schedules, making communications, and collaborating with colleagues and the management. Moreover, efficient workplace management is a great way to save a significant amount of money and time. Obviously every person who wants to achieve excellence in daily planning and management should learn to manage the workplace and keep everything organized. Such strategies let you balance the needs and expectations of your employees. Workplace management is a series of activities for planning, designing, using and disposing items surrounding the workplace for the purpose of helping employees organize their daily tasks and optimize the use of resources and facilities. Managing the workplace means following specific management approaches and having a plan to understand the potential needs of employees and address the challenges they could face at their workplace, while ensuring that employees have everything they need to do their tasks and duties. For example, you can invest in an all-in-one machine a scanner, printer, copy, and fax machine rather than purchasing each individual tool separately. In this example your company saves time and money because only one phone call to the service provider can solve any IT-related issues at the workplace. The Checklist You read about the workplace management definition. Now it is time to find out how to manage the workplace or what the basic workplace management steps are. By labelling the items you can always find necessary information in a few seconds. Use Workplace Management Software Such software is used to organize things surrounding your workplace in the way that helps you do your daily tasks without any interruptions. It might be a software solution that could help you plan your tasks, manage documents, and make records. Clean and Maintain Workplace You should use your workplace management software to schedule daily maintenance tasks and schedule regular cleaning checkpoints. You can design a maintenance schedule and put there cleaning checkpoints to be passed every day. Your workplace requires daily cleaning inspection so be ready to spend a few minutes each day to clean it. Be Disciplined and Self-Organized This workplace management step involves you in falling into the habit of maintaining and following the specified procedures and rules of the efficient workplace management checklist. You have to learn of being a self-organized and disciplined person who can do things efficiently by planning tasks and using to-do lists and schedules at the workplace. An system will help you play this role and achieve efficiency in the workplace. Daniel has a broad experience in developing strategies for managing business and project activities. He monitors the market trends, actively participates in various business workshops and contributes to the development of effective communications between teammates and team leaders in the companies he is working for.

Chapter 5 : Workplace Management Framework - An Excellence Model for the Management of the Workpl

The Workplace Management Framework has been led by Andrew Mawson and Dr Graham Jervis of AWA with the support of a cross industry group with an intention to make it an open independent platform. If you would like to support please write to us.

Chapter 6 : Stress in the Workplace: Managing Job and Work Stress

The Workplace Management System will streamline your processes so that supervisors and managers can focus on their core jobs while reducing stress and increasing productivity. This powerful management system keeps records central and secure making managing a simpler task while ensuring health, safety and compliance.

Chapter 7 : Workplace Management Solutions Engage Employees. Increase Productivity. Save Costs.

Integrated workplace management system (IWMS) software provides businesses with the resources they need to manage all of these elements in a single platform. Within an IWMS, different departments can monitor and modify business processes – whether it's space management, asset management or move management.

Chapter 8 : Leadership – Workplace Management Solutions

Running on a central database, myMCS Workplace is an integrated workplace management software that supports you to: Keep track of workplace spaces, assets and associated costs across multiple sites Monitor and optimize space occupancy and usage of resources.

Chapter 9 : Integrated workplace management system - Wikipedia

Workplace Management Gear up your workplace to support the battle against plastic pollution As the plastic crisis is gaining momentum governments and businesses are collaborating for implementing immediate action.