

Office Management 101: Top Things Every Manager Should Know

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A great manager knows how to cater to the diverse needs of their staff. A recent survey revealed that some U.S. employees want managers who check in frequently on project progress, while others prefer leaders who are less hands-on. So, how can you help your employees grow professionally if they prefer varying managerial styles? Start by opening the lines of communication with your employees. Honest conversations will not only help you understand your employees' professional and personal needs, but, in the end, help you gain their trust, respect and loyalty.



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Learn How to Build Leadership

While many managers earn their promotions through their technical chops, budgetary wizardry or sales skills, a great manager also works to improve their leadership skills. Management trainer John Write suggests bridging the gap between boss and leader by practicing the 5 C's of management: character, caring, commitment, confidence and communication.

- Character defines the honesty and trust you need to deserve your employees' faith in you.
- Caring shows that you see your people as people and the business process as a team effort.
- Commitment keeps you on task and determined to succeed.
- Confidence spells the assurance to get things done.
- Communication helps you stay connected to your goals and share them accurately with your team.

Select the Right Equipment

Part of the process of leading a team lies in providing the tools your people need to reach the goals you assign them. For instance, if the technology in your office is old enough to walk and talk, you're probably spending a constant stream of money to keep it up and running. When you analyze your costs, you may find that you'll spend less on replacements than on maintenance, and that old tech can restrict your ability to take

advantage of new capabilities. To find the new gear you need and ensure that it meets your needs, look to Office Depot to pull together your entire wish list and provide a helping hand to keep it functioning smoothly.

Keep the Wheels Turning

When you budget for operating costs, don't forget to include a line item for equipment upkeep and maintenance. You need computer service, replacements for small peripherals — input devices such as mice and keyboards are usually the first parts of a computer system to wear out — and the ink and toner that feed your printers. When you rely on your vendor to turn your ongoing shopping list into a single delivery that covers all your needs, you eliminate the hassles and delivery costs associated with the piecemeal supply processes.

Stock the Cupboard

Boosting moral is important, but it can be fiscally inconvenient to add break room supplies to your personal shopping list or to ask your employees to pick up these items and expense them. What you want is simplicity, and ordering online with Office Depot provides you with one stop at which you can acquire a soup-to-nuts array of office needs and save money on your frequent purchases. Don't forget to throw in a few break room essentials that are sure to make your employees smile.