



Best Practices #4

Organize your Daily Workload



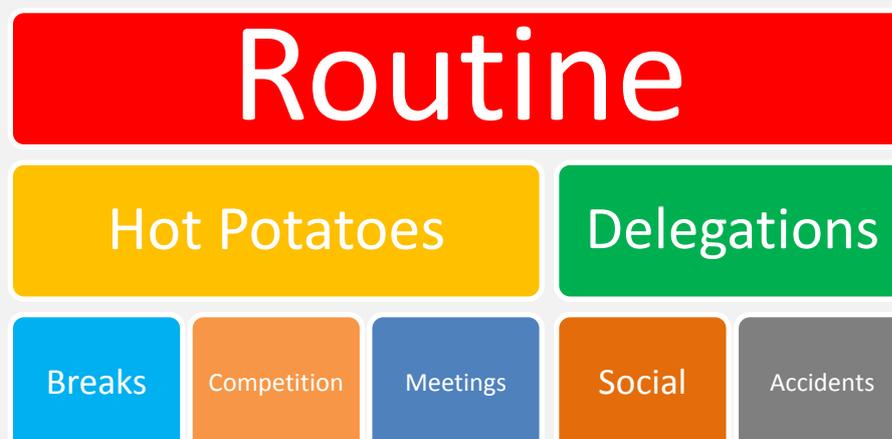
Best Practices #4: Organize your Daily Workload

Comidor's main advantage is that all its applications interact seamlessly with each other. In this way, the business info is easily accessed, orderly arranged, smartly correlated and better processed. Let's see some ways to get the best out of Comidor in order to handle your workload more efficiently on a daily basis, in order to produce more and better deliverables in less time!

Firstly, let's try to breakdown your daily work in some fundamental categories. You have your regular personal tasks ("**Routine**"), some urgent issues ("**Hot Potatoes**"), things that you need to assign to others and supervise later on ("**Delegations**"), work that accidentally came upon your shoulders and you will divert to the correct person ("**Accidents**") and things you need to discuss with others in order to reach decisions ("**Meetings**"). Let's add two more categories: the breaks (..."**Breaks**"!) and the time you spend to catch up with your competitors ("**Competition**").

Finally, it makes sense to add a very popular work block: the socializing part of your day with vendors, customers, colleagues, partners, leads, social media surfing etc. ("**Social**").

Of course, there are many other categories to add (and even different categorization approaches), but all of them share one common attribute: **TIME**. Because what is really important is to complete your tasks in shorter TIME without quality compromises. Your gained time will allow you to be less tired, to be more focused, to have a clearer mind and come up with wiser decisions, to produce fresh ideas and to focus on additional activities...



1

Routine: Typically, the routine tasks are simple or easy (or they became so after some time). For these tasks, a simple calendar reminder is good enough. Comidor offers you the possibility to create a **task with a repetition period**. Once you complete the first task, a second identical task will appear in your calendar after the repetition period you selected.



The screenshot shows a 'Repeat Task' configuration window. It includes a 'Repeat every' field with the value '4' and a dropdown menu currently set to 'Days'. Below this, a list of options is visible: 'Days', 'Weeks', 'Months', and 'Years'. To the right, there is a date field 'up to' with the value '1/1/2099' and a calendar icon. A descriptive text reads: 'an identical task for the next day specified will be created, when this task is completed'. At the bottom right, there are two 'Save' buttons. The footer contains 'copyright © 2014 B-open' and 'Comidor | Terms | Help'.

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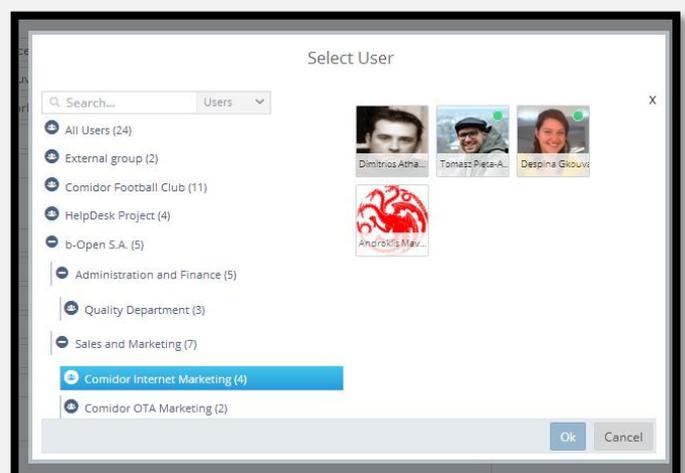
Hot Potatoes: This category implies an urgent or a critical work. There is no excuse to forget it. For this reason, Comidor allows you to flag as **“Important”** the tasks, projects, issues, emails, topics, accounts, contacts etc. and a special icon will always remind you the significance of that record. Also, you can create a **self-notification** or **“follow”** an issue that you don’t want to miss out. In these cases, the issue will appear in your Activity Wall or will be pinned in your Infobox respectively. You can also use **“Notes”**, a kind-of sticky notes application to keep track of your SOS burdens.

3

Delegations: Comidor User Roles are based on the Organizational Chart. Each employee can be a leader of a department, a simple participant or even a guest! You can either delegate a task directly to a colleague or assign it to a department and then the leader of that department has to decide to whom in his team to delegate the task. The delegation process in Comidor is performed from different applications (Tasks, Projects, Issues with Workflows) giving you the luxury to select the most fitted way per occasion.

4

Accidents: It happens quite often (and not only in large organizations) that people from different departments are not aware of each other’s responsibilities. Cross-departmental information flow often is stagnant and it is very common to receive a task that has absolutely nothing to do with your responsibilities. In this case, Comidor is very convenient, since it provides you with a visual tool where you can easily reassign the...”accident” to the correct user/department.



The screenshot shows a 'Select User' dialog box. It features a search bar at the top left. Below it is a list of user groups and departments, including 'All Users (24)', 'External group (2)', 'Comidor Football Club (11)', 'HelpDesk Project (4)', 'b-Open S.A. (5)', 'Administration and Finance (5)', 'Quality Department (3)', 'Sales and Marketing (7)', 'Comidor Internet Marketing (4)', and 'Comidor OTA Marketing (2)'. On the right side, there are three user profile cards with photos and names: 'Dimitrios Atha...', 'Tomaz Pietra-A...', and 'Despina Gkouvi'. Below these is a red circular icon with a white dragon-like figure, labeled 'Andr skis Mar...'. At the bottom right, there are 'Ok' and 'Cancel' buttons.

5

Meetings: Best-run companies are characterized by positive employee relationships and team spirit. It is always fruitful to hear a second (and third) opinion and never avoid doing so. Comidor is above all a collaboration tool designed to improve your interaction with colleagues. You can set up an event (and monitor your think tank's attendance), initiate a video call, send a meeting request task or simply ping someone from Comidor's embedded chat!

6

Competition: In the "Products Catalog" application you can list a competitive product and in the "Opportunities" application you can follow a competitor's offer. As you realize, Comidor is not promoting an isolated business environment; to the contrary it follows our company's main concept: "be open"!

7

Social: Comidor offers integration with Twitter and LinkedIn, so that you can keep up with the latest hash tag trends, check competitor's statuses, view professional profiles and more. Also, you can make use of the powerful, yet easy-to-learn, "Campaigns" application to massively communicate with your contacts (colleagues, vendors, customers, partners etc.).

8

Breaks: Once you have followed the above steps to organize your daily workload, for sure your Breaks will be longer. Enjoy them!