

The RightStaff Review

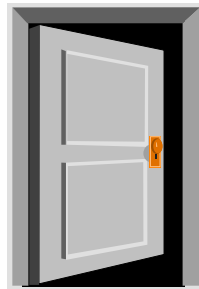
The right choice for your staffing needs



Tap The Benefits Of An Open Office

You probably agree that creating a workspace where people who should work together can see each other is a good idea. But perhaps you want some hard evidence about benefits.

Consider: No one has a private office at the headquarters for Michael Bloomberg's multimedia empire—and that includes Bloomberg himself. Even the conference rooms have glass walls.



Why does Bloomberg prefer an open-plan layout that puts everyone constantly in front of their peers? He says it offers these benefits:

- **People "absorb** information peripherally" while focusing on their own work.
- **The openness** prevents worry about what might go on behind closed doors.
- **The layout** encourages teamwork. "I issue proclamations telling everyone to work together," says Bloomberg. "But it's the lack of walls that really makes them do it."

Source: *Bloomberg by Bloomberg*, by Michael Bloomberg, John Wiley & Sons Inc., 605 3rd Ave., New York, NY 10158.

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Managing Change With Personalities

It's a mistake to expect everyone to react to change in the same way. Instead, say consultants Kathy Kolbe and Jim Woodford, it makes more sense to benefit from what Kolbe calls the instinct-based actions of these four personalities:

1. **Fact-finders** need to investigate and process information.
2. **Follow-throughs** want a sense of order.
3. **Quick-starts** welcome innovation and risk.
4. **Implementors** prefer to transform ideas into reality with tools, machines or their hands.

To know which one you're dealing with, says Woodford, listen carefully to what they say when you propose change.

Fact-finders will ask "Why do we need the change and what does it involve?" **Suggestion:** Let them persuade themselves by collecting research to support the need for the change.

Follow-throughs will say "Yeah, but ..." Their comments will show they need to fit the change into existing structures and routines. **Suggestion:** Ask them to work on the best ways to do that.

Quick-starts will say "Why not?" **Suggestion:** Have them tackle a change task you know they'll complete successfully. That will encourage the others.

Implementors will say "What real work can we do?" **Suggestion:** Team them with the Quick-starts to field-test early change tasks.

Source: Richard S. Deems, writing in *Human Resource Professional*, LRP Publications, 747 Dresher Road, Ste. 500, Horsham, PA 19044.





ONE MINUTE IDEAS

Things To Do When You Have 5-Minutes Or Less.

Often time is lost by waiting for someone, being stuck in traffic, waiting in line, etc. Here are some quick tips of things to do while you are waiting.

1. **Update your daily planner.** Use this time to mark off completed tasks, transfer tasks to a different date, keep it current, etc.
2. **Update your goals.** This is a good time to look over your goals and transfer the completed goals to your goals accomplished list and add or update your current goals.
3. **Make a quick call.** The use of cell phones (although annoying to some) can be used when you are waiting for an appointment to show up, standing in line at a store, stuck in traffic, etc.
4. **Read your mail.** Keep your mail in your briefcase and then when you are in line, stuck in traffic, etc., take it out to read.

Source: Gary Sorrell, Sorrell Associates

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Writing A Winning Business Plan

A good business plan can make a crucial difference between failure and success for any business.

Here are some general rules to follow, pitfalls to avoid, and guidelines on structuring the business plan:

- Do not exceed 30-40 pages of single-spaced text.
- Make sure they are free of typos or grammatical errors.
- The plan should identify the business's most profitable markets and promote the management team's knowledge and expertise.
- The business should be looked at from a "bird's eye" view.



Among the mistakes to avoid are:

- Unrealistic assumptions and underestimations of potential problems, risks, and competitors.
- Creating the plan yourself and not including people from all areas of the business.
- Preparing the plan yourself and not using an outside source to help you complete your plan.
- Trade jargon and detailed technical information are best avoided. Once a draft is completed, feedback from friends and advisors can be extremely useful before the content is finalized.

Did You Know –

It was the accepted practice in Babylon 4,000 years ago that for a month after the wedding, the bride's father would supply his son-in-law with all the mead he could drink.

Mead is a honey beer and because their calendar was lunar based, this period was called the honey month; we now know it as the honeymoon.



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