



Press Release

FOR IMMEDIATE RELEASE

December 29, 2015

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Resolve to make 2016 a more productive year

INDIANAPOLIS – We’re just days away from the start of a new year and all the things we promise to do to improve our health and get our lives in order. Those in the equipment lease finance industry might consider adding a few job-related New Year’s resolutions, as well.

“By making a few small changes in the way we work, we can increase our productivity, reduce security risks and lower stress,” said Doug Williams, chief information officer for JDR Solutions, Inc., an Indianapolis-based provider of equipment lease finance portfolio management software and support.

Williams offered the following resolutions for industry professionals:

I resolve to document technology troubleshooting processes I have used. Did you contact the IT staff again this week because you forgot where to find a particular drive on the company server? Can’t remember the steps for rebooting your computer? Williams recommended keeping an archive of common fixes in a document staff can access.

“You might even think about creating your own internal Wikipedia, or asking a company like ours to help you set one up,” he said. “That way you’ve got your own self-documentation



process, so that when something happens you can search the wiki and find the solution and handle the problem yourself.”

I resolve to check and respond to email no more than three times per day. While electronic mail is a vital part of every leasing professional’s toolbox, it can consume enormous chunks of time if not managed properly. Instead of the work-diverting habit of opening email every time a notification pops up on the computer screen, pick a time in the morning, early afternoon and before leaving work to check messages. Then schedule times during the day to respond to and address the issues in those messages.

“Multi-tasking is not necessarily a good thing, especially if you’re in a supervisory position,” Williams said. “You really should schedule times to do certain things, and email is one of those.”

I resolve to adopt time-saving work habits. Most software programs and computer hardware feature a myriad of shortcuts intended to shave seconds off performing routine tasks. Learn and implement as many of those shortcuts as are appropriate for your job.

“Eliminating keystrokes is a priority,” Williams said. “You also can use devices and software to monitor processes that you would otherwise have to do yourself. For example, in the area of security instead of watching event logs manually you can install security software that monitors everything and alerts you if any suspicious activity takes place.”

I resolve to use stronger computer passwords, and change passwords every few months. Stopping hackers from infiltrating your computer starts with passwords difficult to crack, and changing those passwords regularly.

“Standard practices say you need a minimum of nine characters for a secure password,” Williams said. “Use a combination of letters – both upper and lower case – digits and non-alpha numeric characters like periods, exclamation points, ‘at’ symbols, etcetera. Don’t use known words or something as easy to figure out as your first name and the year. Change your password every 60-90 days, and don’t write it on a sticky note that someone might find. You might look into software programs or apps that allow you to store passwords.”

I resolve to seek out co-workers for alternate viewpoints and ideas. Two heads – or more – are better than one, especially when it comes to developing new products, customer service practices and marketing plans.

“Any time we can involve a team of people we’re going to be better off,” Williams said. “It might take the form of brainstorming or white boarding sessions, or even a small group meeting

over coffee. When you can bounce ideas off of a team instead of just one or two people you come up with better solutions.”

I resolve to step away from my desk every hour for a brief walk. Breaking the work routine has many benefits, including boosting creative thinking, Williams said.

“You should stand up at least once every hour. You might even take a short walk around the building,” he said. “It might take you only 5-10 minutes, but that 5-10 minutes away from your desk is invaluable.

“You shouldn’t sit at your desk for eight hours straight. It isn’t good for productivity, and it isn’t healthy.”

JDR Solutions Inc. (www.jdrsolutions.com) is a privately held company specializing in front-end and back-office equipment leasing finance portfolio management software and services.

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