



Donna Cash's Top 10 Tips & Techniques For Productivity

Join us for [live webinars](#) on July 21 & 23, 2020 for a more in-depth discussion on the information in this guide.

Take time to read this guide on the topics below, and prepare questions to be answered during the webinar:

- Develop organization methods for workroom supplies and tools
- Create workroom manuals to avoid redundancies
- Organize products for the most efficient use of your workroom space

The methods contained within this guide will serve you both in the workroom and in the owner/entrepreneur and managerial side of your business.

Create a Business & Workroom Manual

Create both a business and workroom manual for the most often used tasks.

A **business manual** may contain meeting notes from classes or conferences attended for quick reference, systems, and processes for working with new clients, copy of client welcome letters, design questionnaire, etc.

A **workroom manual** may contain things such as small samples of techniques you use often in fabrication of pillows, draperies, bedding, etc.

Watch this YouTube video about my workroom manual: <https://youtu.be/ScCtrON6pms>



Create a Good Filing System



Create a good filing system, especially if you are paperless and do everything digitally. Create organization for the digitally filed documents to be able to find them easily. Name the documents in such a way they will be easily searchable. As a safety precaution, store your files within the cloud for easy access from wherever you are or from any computer or device.

[Dropbox](#) and [Google Drive](#) are two that I use. These allow the users to share folders and documents with others who may be working on your team.

When storing photos on your computer, be sure you name and tag them as you put them into the computer and file them within a customer folder for easy reference in the future. These may also be stored in cloud services like [Dropbox](#) and [Google Drive](#).

Stay Organized by Time Chunking

Time chunking allows you to stay efficient by scheduling like tasks for certain times during the week and month. Using time chunking on a daily basis allows you to set aside certain chunks of the day for projects or tasks, depending on the time you have set aside.

Consider chunking days of the week for client appointments, and other days for fabrication in the workroom. Or certain days of the month for accounting and business planning as an example.



Keep a List of Supplies Used in the Workroom



Create a document which includes the vendor name, item number, quantity, price, etc. of the most used supplies in the workroom. This will save time and energy when it is time to reorder.

Make a habit of checking your supplies once a week, month or quarter, and reorder items in groups rather than one item at a time.

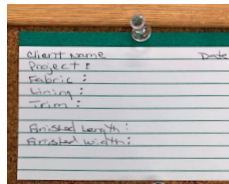
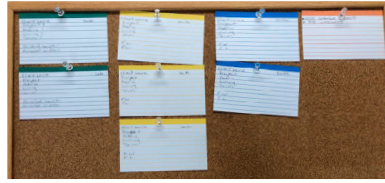
Take advantage of product specials and stock up on your favorite and most often used products.

Keep Track of Projects in the Workroom

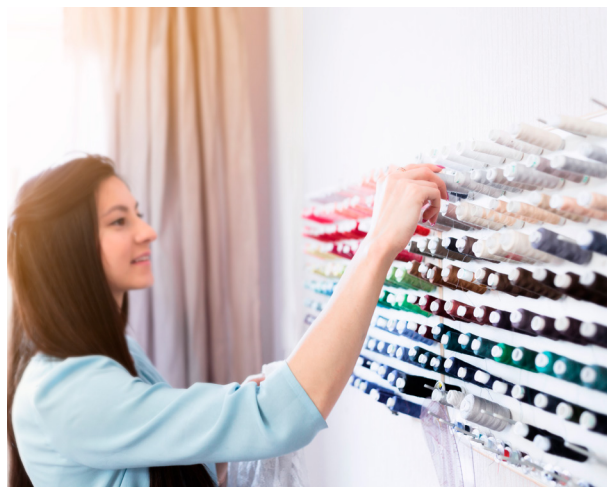
Develop a system and process to keep client projects organized and in order, allowing you to complete each project on time.

Pro Example:

We use color-coded index cards for each client or designer's projects. The cards list the client name, date, project type, fabric, lining, trim, finished length and finished width. The particulars for the project are listed on the back of the cards. The person in our workroom responsible for this part of the project keeps up with the index card while in fabrication. Once the project is complete, the index card goes into the client file.



Keep Organization in the Workroom a Priority



Keep like products together, such as thread, needles, marking tools, shade supplies, etc.



Pro Tip:

File cabinets are a great form of organization and grouping like products together.

Hide the Clutter

Let's face it, workrooms have a lot of stuff in them. But clutter is distracting and may prevent the creative juices from freely flowing.

Pro Tip:

Add skirts to tables to hide the clutter.



Develop Tools & Templates



Develop tools and templates to use within the workroom for items you fabricate often.

A rolling grommet/button machine stand that is the height of the table allows for easy insertion of grommets on panels and stores away when not in use. The bottom shelf allows for cutters, cutting blocks, grommet hole template, and grommets to be stored while using.

Pillow templates are stored under one table. Custom size pillow templates are made with pattern film so that they are easily accessible for pillows in unique shapes and sizes. Watch this YouTube video for using pattern film for pillow templates: <https://youtu.be/6Lb098IB5WE>

Schedule Time to Clean & Organize

Schedule time to clean and organize often. A clean and orderly space allows you to be fresh and creative.

Watch this YouTube video on clearing clutter: <https://youtu.be/2wkSywNH3g>



Schedule Time for Education



A workroom owner who is up-to-date on the latest tools and technology is a valuable team member to a designer who wants beautiful custom soft goods for their client. Schedule time to learn new methods, new technology, and the latest trends.



Pro Example:

My designer with a client needing a solution for a bay window and a door in the bay was delighted to find out there was a solution for this type of window area.

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