



INDEAVOR

4 Reasons to Ditch Your Outdated Manual Process for Scheduling

Guide

Intro

Although the US makes up less than 5% of the world's population, **Americans consume 30%** of the world's paper.

In response, Americans are increasingly scrutinizing corporate social responsibility (CSR) policies. According to a 2017 CSR survey conducted by Cone Communications, 87% of consumers stated they would **have a more positive image** of a company that supports social or environmental issues.

How can your organization keep up with expectations and make strides to reduce its carbon footprint? Finding ways to eliminate paper processes is a great place to start—and it goes beyond the positive environmental impact. Here's how.



#01 CUT COSTS

By going paperless, your organization can cut several costs, including:

- **Paper Costs:** The direct cost of purchasing paper for printing documents. This can add up quickly, especially for businesses with large-scale operations.
- **Printing and Ink Costs:** Expenses associated with ink, toner, and other materials needed for printers. For companies that print high volumes of documents, this can become a significant financial burden.
- **Storage and Filing Costs:** Storing paper documents in filing cabinets or off-site storage facilities requires space and personnel. These storage costs can be reduced or eliminated by moving to a digital storage system.
- **Shipping and Delivery Costs:** Mailing physical documents and contracts can add up, particularly when they need to be sent between multiple parties. By digitizing your documents, this cost can be minimized or completely eliminated.
- **Administrative Time:** Time spent filing, organizing, and retrieving paper documents can be costly. Going paperless reduces the need for manual handling, freeing up employees for more productive tasks.

In organizations, particularly those with complex 24/7 operations, the savings can quickly add up. For example, every 100 employees can save an average of \$8,000 per year in paper-related costs alone.

IMPROVE PRODUCTIVITY

#02

In today's digital age, searching for paper documents is an inefficient use of time. Employees often waste up to 40% of their workday looking for documents, whether they're buried in a filing cabinet or lost in a pile of papers.

Cloud-based solutions eliminate this time drain by centralizing all necessary information and making it accessible from any device, anywhere. Instead of sifting through paper files, employees can instantly find what they need with a few clicks. This not only saves time but also increases the speed of decision-making, reduces errors, and ensures employees spend more time on tasks that drive the business forward, rather than performing redundant administrative duties.

For schedulers and supervisors, going paperless is particularly impactful. These roles often require constant access to shift schedules, leave requests, employee availability, and other critical documents.

By digitizing these processes, schedulers can instantly access up-to-date information, making it easier to fill shifts, address scheduling conflicts, and manage employee workloads. This frees up their time to focus on more strategic tasks, such as workforce optimization, training, or improving team performance, rather than being bogged down by manual data entry or searching for paper documents.

#03 INCREASE SUSTAINABILITY

Reducing paper usage is a tangible, impactful step toward enhancing your company's reputation in the eyes of environmentally conscious consumers. As CSR continues to influence consumer behavior, demonstrating commitment to sustainability by reducing paper waste can be a key differentiator in a crowded marketplace.

In fact, 77% of consumers want to purchase from companies with strong CSR initiatives. Companies that actively engage in reducing their environmental footprint—whether through digitalizing documents or adopting other green practices—tend to build stronger relationships with customers who value sustainability.

This positive public perception can boost customer loyalty, attract new clients, and even strengthen employee morale, as employees increasingly want to work for companies that share their values on social responsibility.

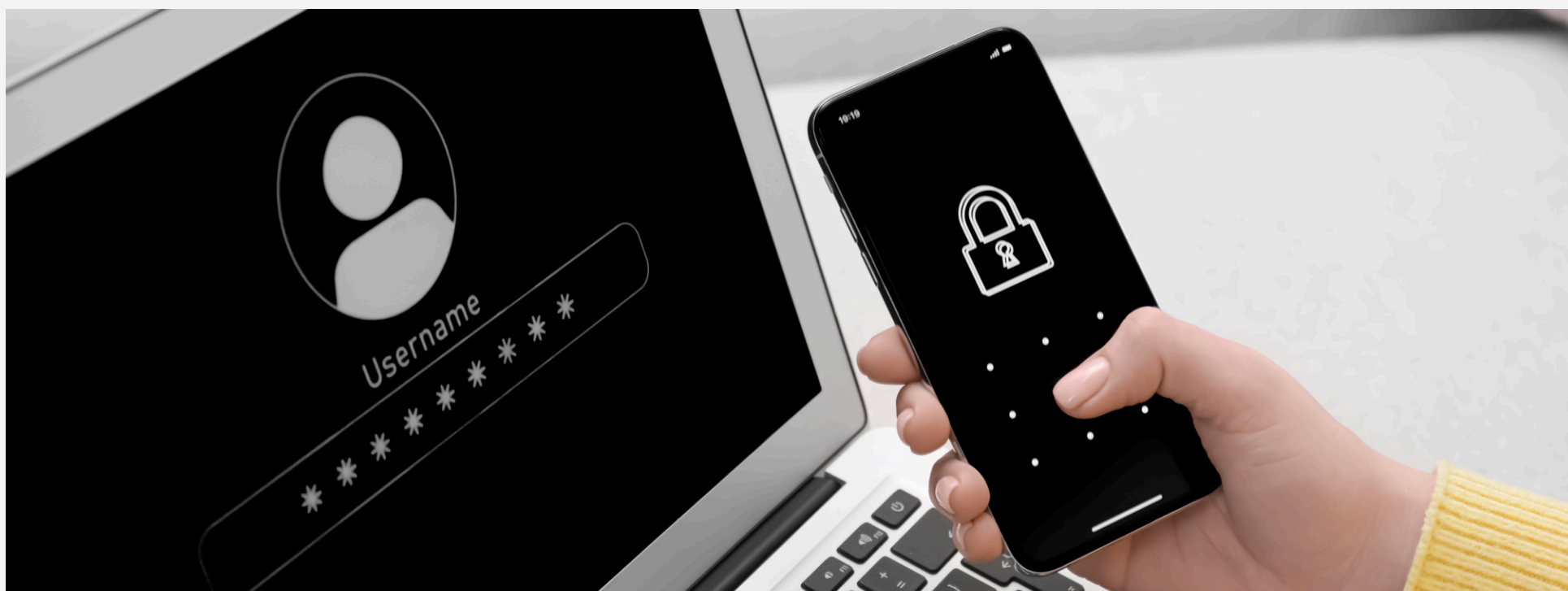


SECURE YOUR DATA #04

Paper documents are highly vulnerable to damage or loss from natural disasters, theft, or simple human error. A study found that over 70% of businesses would not survive for long without their critical paper records, with some estimating businesses could close within three weeks following catastrophic losses of paper records.

By digitizing documents and storing them securely in the cloud, companies significantly reduce the risk of such losses. Cloud-based systems often provide automated backups, real-time updates, and enhanced data security features like encryption, ensuring that data is protected from potential risks.

Furthermore, access to sensitive information can be restricted to authorized personnel only, adding another layer of security that paper records simply cannot offer.



Conclusion

- #01 — ***Cut costs** by going paperless, reducing expenses in paper, storage, and labor*
- #02 — ***Improve productivity** by reducing time spent searching for documents and streamlining task management*
- #03 — ***Increase sustainability** by reducing paper waste, enhancing your brand's CSR reputation and customer loyalty*
- #04 — ***Secure your data** by digitizing documents, protecting against loss, theft, or natural disasters*

By going paperless, your organization can cut costs, improve productivity, increase sustainability, and secure critical data, all while enhancing your reputation with environmentally conscious consumers. Embracing digital solutions not only streamlines operations but also positions your business as a forward-thinking, responsible company.



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