

10 Secrets Of How To Make Flexible Working Pay

- 1 As a manager, **set a good example yourself**. Your staff will be more self-reliant if you're not looking over their shoulder 100% of the time
- 2 Encourage people to **use flexible periods when booking medical appointments** - then you're not losing work time.
- 3 Allowing time off in lieu or accrued time creates goodwill and **people rarely take their full entitlement**
- 4 If a team needs to provide cover over a set number of hours in the day, **get them together and talk openly** about which hours are most suitable for which people. They will be **more motivated** when they know their needs have been considered.
- 5 **Set objectives by results**, not time spent at a desk. Many people actually get more done at home away from office interruptions.
- 6 If work patterns/cover needs allow, let people take flex leave at short notice (providing they inform you). This often **avoids sickness absence** from the "Monday morning" type of feeling.

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- 7 When setting flexible start/finish times for your normal working day, talk to people in neighbouring businesses. If you can **stagger your times**, you might be able to reduce local traffic problems. People will arrive in a better, more productive state of mind!
- 8 Keep reminding yourself that **it's the results that count**, not the hours of work put in at your office. People who feel they have some control over where and when they work pick the time and place where they work best - you get more for your money.
- 9 Think about using flexible overtime to **cover sickness or parental leave**. Perhaps you can use a number of existing staff without overloading them or needing to hire cover.
- 10 People without caring responsibilities sometimes think twice about flexible working. But everyone has a life outside work, and people who can take a break **work better when they come back**. Balancing work/home/community is for everyone, not just carers.

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