

Unveiling the Secrets of Accounts Payable Coffee Break with Mary Schaeffer: A Productivity Boosting Delight

Are you tired of slogging through your Accounts Payable tasks day in and day out? Do you find yourself losing focus and motivation halfway through the day? Well, fret no more! We have just the secret ingredient to spice up your work routine - the Accounts Payable Coffee Break with Mary Schaeffer.

Mary Schaeffer, a renowned expert in the field of Accounts Payable, has charmed professionals worldwide with her innovative and refreshing approach to tackling work-related challenges. Her ingenious idea of the Accounts Payable Coffee Break focuses on enhancing productivity while ensuring you enjoy every moment of your workday.

What is the Accounts Payable Coffee Break?

The Accounts Payable Coffee Break is not your ordinary coffee break. It's a specially crafted experience designed to rejuvenate your mind, stimulate your creativity, and reignite your passion for your job. It involves taking short breaks throughout your workday to indulge in a cup of coffee and perform a series of activities to boost productivity and enhance your overall work experience.

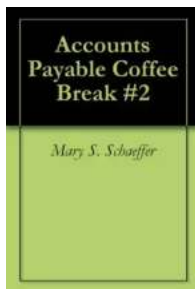
Accounts Payable Coffee Break #2

by Mary S. Schaeffer(Kindle Edition)

★★★★☆ 4 out of 5

Language : English

File size : 86 KB



Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
Print length	: 17 pages
Lending	: Enabled



Mary Schaeffer believes that a well-planned coffee break can do wonders for your work performance. By incorporating specific tasks during these breaks, you can utilize their potential to maximize productivity and efficiency. It's a simple yet powerful concept that has the potential to transform your workday.

The Power of the Accounts Payable Coffee Break

Wondering how a simple break can have such a profound impact on your work? Let's delve into the various elements that make the Accounts Payable Coffee Break an extraordinary tool for professionals in this field.

1. A Moment of Rejuvenation

Taking short breaks to enjoy a cup of coffee helps you unwind and recharge both physically and mentally. It gives you a brief respite from the seemingly endless stream of invoices, payments, and reconciliations. Just a few minutes away from your desk can do wonders for your energy levels and overall well-being.

2. Enhancing Focus and Concentration

During the Accounts Payable Coffee Break, Mary Schaeffer suggests incorporating activities specifically designed to enhance focus and concentration. These may include short mindfulness exercises or even quick brain teasers. By engaging in such activities, you train your brain to stay focused, making it easier to tackle complex tasks and maintain high levels of productivity.

3. Learning and Professional Development Opportunities

Mary Schaeffer encourages professionals to use the Accounts Payable Coffee Break as a chance to expand their knowledge and stay updated on industry trends. Reading short articles, listening to podcasts, or even watching educational videos during these breaks can provide valuable insights and boost your professional growth.

4. Networking and Collaboration

The Accounts Payable Coffee Break is not limited to solo activities. It can also be an excellent opportunity to build connections and collaborate with colleagues. By inviting other team members to join you for a quick coffee break, you create a conducive environment for brainstorming, problem-solving, and team bonding.

Implementing the Accounts Payable Coffee Break

Now that you're convinced of the benefits of the Accounts Payable Coffee Break, it's time to learn how to incorporate it into your work routine. Follow these simple steps to make the most of this productivity-boosting delight:

1. Schedule Regular Breaks

Begin by allocating specific times for your Accounts Payable Coffee Breaks throughout the day. Aim for short breaks every couple of hours or as per your workflow. Setting a schedule helps ensure you don't skip these essential moments of respite amidst the chaos of your workday.

2. Prepare Your Perfect Cup

An essential component of the Accounts Payable Coffee Break is, of course, the coffee itself. Take the time to prepare your perfect cup, whether it's a meticulously brewed pour-over or a quick instant fix. The act of brewing and enjoying your coffee adds to the sensorial experience Mary Schaeffer advocates for.

3. Set Focused Goals

During each break, set specific goals for yourself. These goals can be as simple as organizing your to-do list, tackling a challenging invoice, or brainstorming ideas. Having clear objectives for your coffee breaks ensures that you make the most of your time and maintain motivation throughout the day.

4. Incorporate Mindfulness and Learning

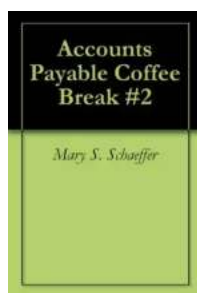
Engage in short mindfulness exercises to clear your mind and increase your focus. Apps like Headspace or Calm can be a great aid during these breaks. Additionally, curate a collection of industry-related articles, podcasts, or videos to explore during your breaks, elevating your knowledge while enjoying your coffee.

5. Encourage Collaboration

Invite your colleagues to join you for an Accounts Payable Coffee Break once in a while. It not only fosters a sense of camaraderie but also creates an environment conducive to collaborative problem-solving. Remember, two (or more) minds are often better than one!

: A Coffee Break Worth Every Minute

The Accounts Payable Coffee Break with Mary Schaeffer holds the key to unlocking productivity and rejuvenation in your work life. By incorporating this simple yet powerful concept into your daily routine, you can transform mundane tasks into moments of excitement and inspiration. So, grab your cup of coffee, take a break, and embark on a journey of enhanced focus, new learnings, and professional growth. Your accounts payable journey will never be the same again.



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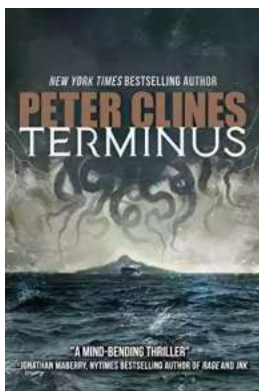
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A series of short articles that will help any organization run a more efficient and fraud resistant accounts payable function. Each article is designed to

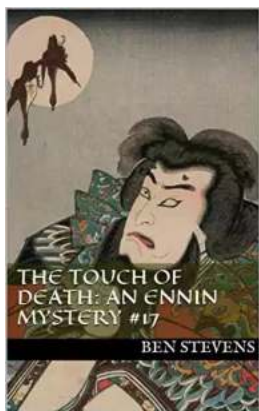
be read during a 10 minute coffee break. This is the first in a continuing series. The following are the articles in this edition:

- A Dozen Low-Tech, Low-Cost Strategies to Make Your AP Department Run More Efficiently
- How an e-Payment Program Can Improve Your Bottom Line
- Some Simple Travel & Entertainment Best Practices
- Fraud Prevention: 8 Simple Tactics to Make Sure No One Robs the Till on Your Watch
- Why Good AP Managers Need to Be Control Freaks
- How to Efficiently Handle Detailed Invoices for Small Dollar Amounts



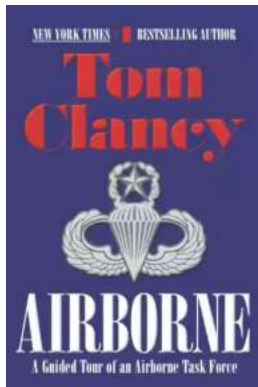
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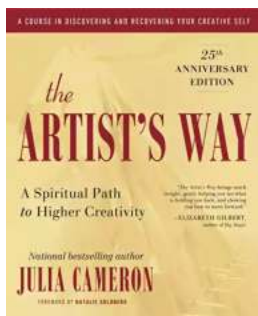
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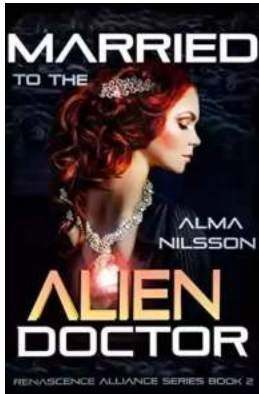
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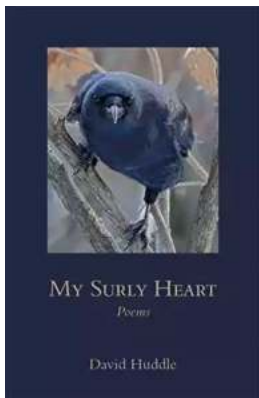
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