



TOP TEN

Are you getting tired and bombarded with everybody sending you the same information in regards to COVID-19? I thought you could use a break. Here are 10 tips/ ideas for being productive during these times of uncertainty. Enjoy!

1. Register on **Pure Michigan Business Connect (PMBC)** - If you haven't registered for PMBC or need to update your profile, take some time to get it done now. PMBC connects purchasers with suppliers, one-on-one meetings, targeted list of suppliers, and much more. The best part about it, it's FREE!
<https://www.michiganbusiness.org/services/pure-michigan-business-connect/>
2. Start considering your **Business Continuity Program** - Regardless if it was the recession of 2009 or the COVID-19 pandemic, businesses have to prepare themselves for unfortunate circumstances. The U. S. government has created guidelines for how to hedge against future disruptions: <https://www.ready.gov/business-continuity-plan>
3. **Explore diversification** – When the great recession of 2009 hit, many manufacturers had to shut their doors because of their dependence on the automotive industry et al. Yes, we still have to maintain our place as the Automotive Capitol, but perhaps you can start exploring other industries: Medical, Agriculture, Aerospace, Defense, etc.
4. **Procurement Technical Assistance Center (PTAC)** - Have you considered working with a local expert with gaining access to government contracting opportunities? Delena Spates-Allen of the local PTAC can help bridge the gap between buyer and supplier. <http://saginawfuture.com/grow-in-saginaw-county/government-contracting/>
5. **Practice 5S at home while you're doing some Spring Cleaning** – One of the most basic principles of LEAN manufacturing is Sort, Set in Order, Shine, Standardize, Sustain (5S). Why is it that so many of the easiest things for us to do can be so difficult to sustain? One reason: we don't do it frequently enough. Instead of looking at a big project around the house, implement 5S on smaller projects.
6. Speaking of 5S. When's the last time you **cleaned up your Customer Relationship Management** system? Not frequently enough, right? While you're doing that, consider cleaning out your shared file system or other communication tools that have undeliverable messages or people that may not be a logical target.
7. I think it's about time that you take another virus pretty seriously too! **Cybersecurity** has been an ongoing threat and will continue to evolve with hackers getting bolder. Make sure your company has the appropriate and RIGHT precautions in place.
8. Now that I'm on a roll. Did you know that Cybersecurity is part of the 4th Industrial Revolution or **Industry 4.0**? The Michigan Manufacturing Technology Center has great tools and videos for you to explore what of the Industry 4.0 nodes may suit you best. <https://www.the-center.org/Our-Services/Advanced-Technology/Industry-4-0>
9. **Take care of your staff.** There are many unknowns that we're all facing in these times of crisis, but letting the people that we work with know how much we value them is

extremely important. Whether it's a quick call, e-mail, or letter everybody likes to know they're valued. Also, if you're the leader of the organization, give them regular updates on how you're trying to help/ improve the position of the company. Organizational behavior 101 reminds us that Job Satisfaction equals Job Performance.

10. **Take care of yourself and your family.** None of us know the exact amount of time this pandemic will last, but now is the right time to start or enhance an exercise plan, start eating healthier, reading books, going on walks, planning for the next vacation, etc. We will be required to invest back into the economy and each other once this passes. Remember that having a sound mind and sound body can help you get out of the doldrums of this pandemic and help you to be at your best when society gets back to "normal."

Stay safe. Stay strong. Be smart.

And remember, challenges are inevitable, defeat is optional.

Jeremy and Tanya

The GLBMA office is functioning and willing to help find resources and help to get you through this disruption. Email: tblehm@svsu.edu or Cell: 989-992-1163.

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