WORK THAT Works

with Charlene Theodore

CONSIDERATIONS FOR IMPLEMENTING A FOUR-DAY WORK WEEK

Episode 1 of the OBA *Work that Works* podcast discusses some of the merits of implementing a four-day work week in the workplace. The advantages include improved office morale, better recruitment options, lawyer retention, boosts in creativity, and increased efficiencies and productivity.

Before implementing a four-day work week in your organization, here are some things to consider:

Do you have a detailed plan in place for how the four-day work week will function in your office and for your employees?

Have you projected, to the best of your ability, where issues may arise by removing one workday and/or losing 20% of staff time per week?

Have you created new systems and processes for all departments to handle additional work in a compressed work week*, including, incorporating overtime, back up resources, etc.?

Could you start by implementing a compressed work week, then move to a non-compressed work week** after testing?

How will you measure whether the four-day work week is working well for your workplace?
- Maintain revenue targets
- Mental health and wellness surveys of staff and lawyers
- Productivity
- Client service and satisfaction

If a compressed work week results in staff burn out, could a non-compressed work week be feasible?

Can you bring in outside mental health professionals for staff training and support?

At what points will you assess your measurements of effectiveness and recalibrate?

That change is unsettling even if it is great change. Progress will require you to keep pushing.

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*Compressed work week:** staff is completing the same amount of hours in a traditional five-day work with, within four days, receiving 100% pay, revenue targets remain the same.

Non-compressed work week: means staff is completing 80% of "regular" work hours, receiving 100% pay, revenue targets remain the same.

Share your ideas, discuss your challenges, ask questions with your OBA community in our LinkedIn Group using hashtag **#workthatworks**.

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