

JON SHATFORD BUSINESS SUPPORT SERVICES

NEWSLETTER

SEPTEMBER 2024



'LOOKING AFTER THE BOOKS SO YOU CAN GET ON WITH THE PARTS OF YOUR BUSINESS YOU LOVE.'

LIMITING DISTRACTIONS

Limiting distractions is essential when running a business because it helps improve productivity, decision-making, and overall success. When you're focused, tasks are completed more efficiently, and the quality of work improves. Clear thinking also leads to better decisions, which is crucial for business growth.

The top three distractions are:

1. Interruptions from people - Other people can be a major distraction in the workplace. While it's important to talk to other people to build rapport, and we can't avoid our responsibilities at home, these interruptions can keep us from performing our best.
2. Phone usage - Did you know the average person checks their smartphone 47 times a day? That equates to six times an hour if you're at work for eight hours. Whether it's personal messages, social media or internet shopping, cell phones and tablets can be major distractions in the workplace. Digital notifications - Constant pings from email, direct messaging and other apps can easily pull us out of our flow states. If we feel we must respond to every message, it can be difficult to concentrate on work.



Setting boundaries with yourself and others are a great solution, alongside using the do not disturb on your mobile and or turning app notifications off.

WORLD MENTAL HEALTH DAY

World Mental Health Day is celebrated every year on 10th October. This years' theme, set by the World Federation of Mental Health is workplace mental health. The theme highlights the importance of addressing mental health and wellbeing in the workplace, for the benefit of people, organizations and communities.

DEADLINE TO REGISTER FOR SELF ASSESSMENT

5th October - deadline to register with HMRC if you became self-employed or start receiving income from property previous tax year

If you became self-employed or start receiving income from property previous tax year, the deadline to register with HMRC is October 5th of your business's second tax year. For example, if you started your business in July 2023, you must register by October 5, 2024. Failing to register on time can result in penalties, so it's important to register as soon as you meet the requirements.



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