**FOUR-DAY WORK WEEK**

1. INTRODUCTION
   1. How it Began
   2. Current Work Structure and Its Challenges
      1. Employee burnout
      2. Work-life balance
      3. Productivity
2. BENEFITS
   1. Improved Productivity
      1. Increase in focus
      2. Improved efficiency
   2. Enhanced Work-Life Balance
      1. Positive impact on mental health and job satisfaction
      2. Reduction in absenteeism and lower employee turnover rates
   3. Cost Savings
      1. For the company, utilities and other overhead
      2. For the employee, savings on commuting and child care
3. CHALLENGES
   1. Reduced Service to Customers
      1. Impact on customers
      2. How to maintain service while instituting shorter work week
   2. Overburdening of Employees
      1. Longer workdays could be difficult for employees
      2. Maintaining work loads with less hours
   3. How to Maintain Productivity
      1. Schedule itself (staggered days)
      2. Employee buy-in