

PROFIT FROM THESE TEN PRODUCTIVITY TIPS

By *admin* Posted May 4, 2016 In CS GS

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Every manager struggles with the difficult task of balancing important responsibilities against available time. Activities such as work tasks, employee interaction, day to day emergencies, interruptions, meetings, and a thousand other things can grow and change, but time remains a constant: you cannot make more of it. The answer to never having enough time, then, is to manage activities as productively as possible. Below is a list of ten actions you can take to help improve your day to day productivity.

1. **Adopt Appropriate Technologies:** The speed of advancements in services such as the Cloud and hand-held devices is mind boggling. Keep up to date with and use the technologies that help with day to day productivity.
2. **Be Proactive:** Develop and follow methods to handle phone calls, day to day fire drills, and interruptions. Email is a productivity killer which must be managed carefully. Don't get sidelined by distractions.
3. **Delegate:** Don't try to do it all yourself. Hire an excellent team, train them, communicate clear goals, and delegate responsibilities. Don't micromanage. Use a system for managing your team, and hire the best.
4. **Understand Meeting Management:** Develop a meeting process, prepare thoroughly, set realistic meeting goals, eliminate vague problem definitions, and ensure everyone clearly understands their responsibilities. Head off long monologues and prevent the team from going 'off-topic'. Develop action plans with specific tasks, time frames, responsibilities, and deliverables. Good meetings are planned and managed events.
5. **Maintain Constant Communication with Personnel:** Understand your company's culture. Communicate two ways - employee to manager and manager to employee. Give feedback frequently and be available to provide plenty of face-to-face time.
6. **Develop an Employee Bonus System:** Develop systems, for example, to provide incentives for producing over and above the expected levels. Rewards can be wage based or benefits based (additional time off, company picnics, etc.). Ensure the quality of output is kept up to or above standard.
7. **Implement a Process Analysis Program:** A process analysis program can start small, with a single project, or can be a company-wide continuous improvement program. Grow the program to include all employees. Understand the concept of a value added work stream. Ensure that every action or task adds value to your product or company. Anything that does not add value or that generates waste should be eliminated.
8. **Prioritize Your Work:** Set and keep goals. Review overall objectives regularly and update frequently. Communicate company or department goals clearly to employees. When possible hold short rather than long meetings. For example, daily update meetings of 15 or 20 minutes can be held with everyone standing up.
9. **Listen Well:** Poor listening leads to uninformed decisions or poor decisions. Employees become disengaged if their views, opinions, and ideas are not considered. Employees can take 'no' for an answer if they know their suggestions were seriously considered. Failure to listen also leads to sloppy and wasteful processes.
10. **Spend Time Focusing on Data:** Companies depend on information, so data quality, availability, usefulness, and cost are paramount. IT system security must be a primary initiative to avert cyber-attacks. Produce the data needed, when needed. Ensure all employees have proper access to the data they need.

Managers are faced with a myriad of decisions every minute of every day. These decisions affect the manager's overall productivity and effectiveness. By controlling the small things, a manager can significantly improve their total productivity, leaving more time for the important decisions of running the business.