

# Maintaining Staff Productivity

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- The information presented is general in nature and is intended to present an overview of employment practices. The written and verbal contents of the presentation are not intended to constitute consulting and/or advice and no client relationship is established between the presenter and attendees.



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## Agenda

- What is Productivity?
- What Makes People Productive
- Strategies to Make You and Your Team More Productive
- Productivity and Remote Work
- Tips for Managers and Staff
- Helpful Resources



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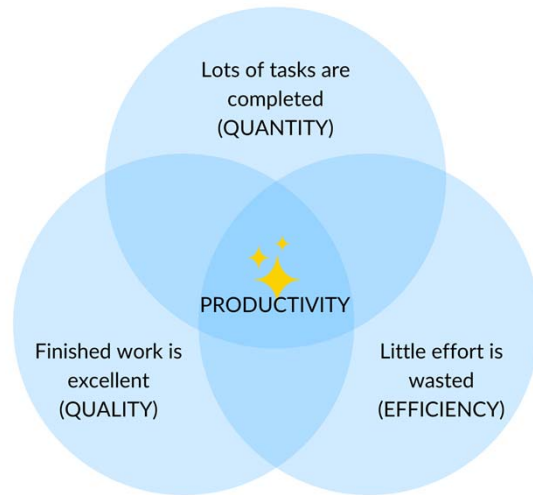
## I Would Describe My Team As Productive

- a) YES, we consistently outperform
- b) SOMETIMES, we get a lot done but we can always improve.
- c) No, my team needs to become more productive.
- d) We were productive until the pandemic came along.



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# What is Productivity?

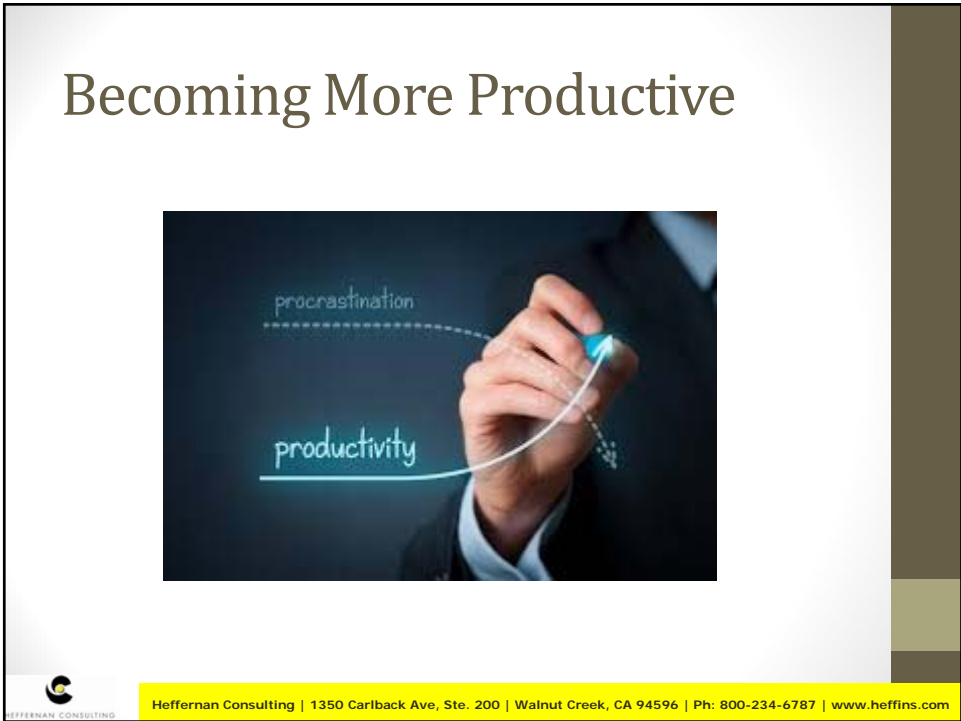
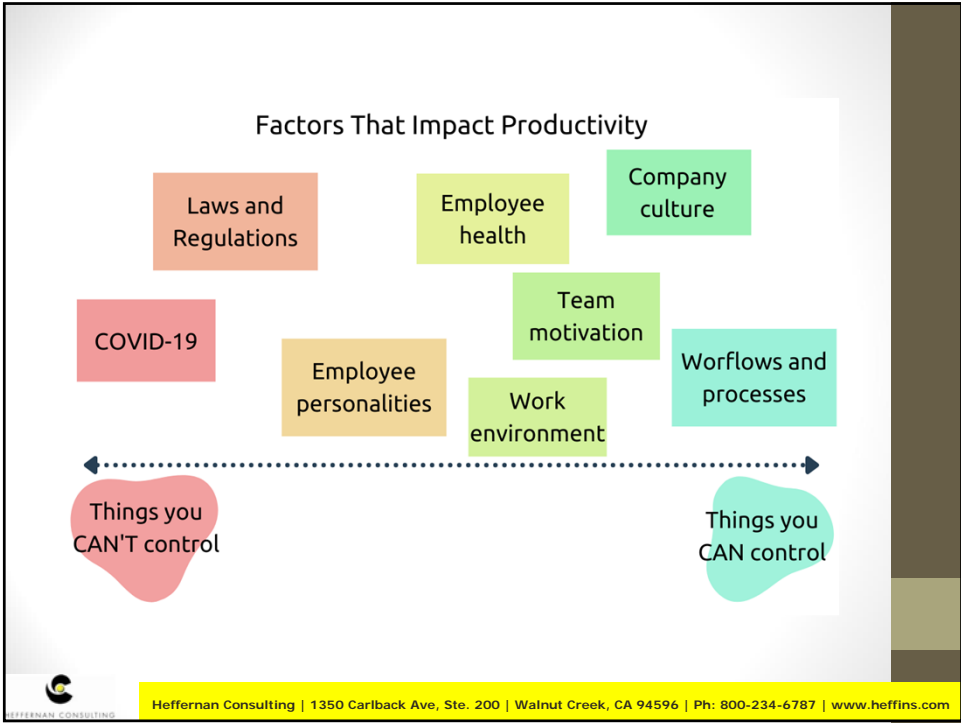


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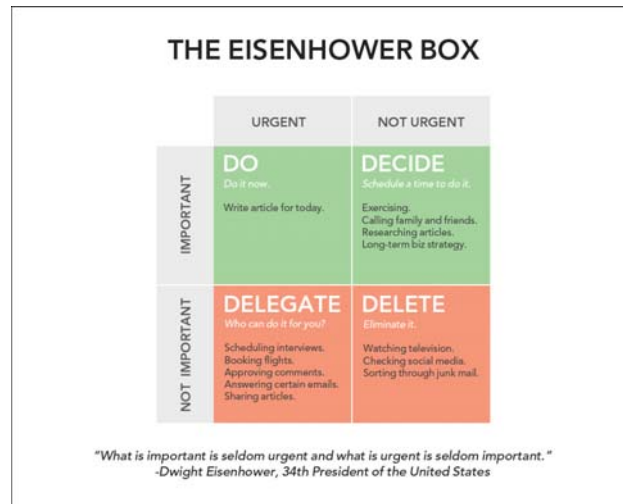
# What Makes People Productive



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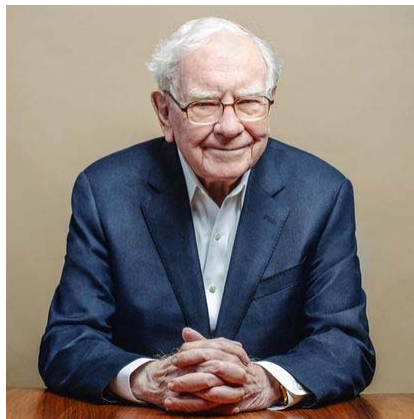


# Eisenhower Box



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# Warren Buffett's 2 List Strategy



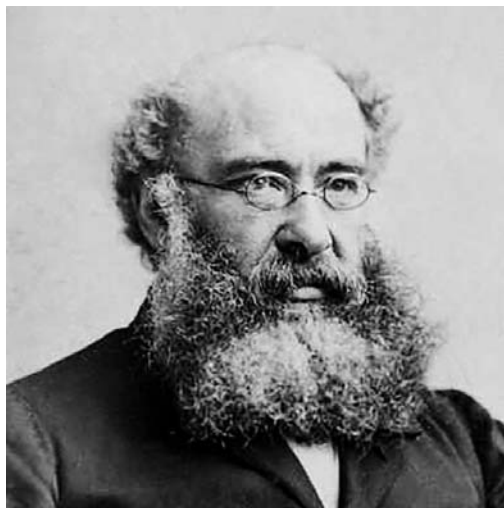
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# Ivy Lee Method

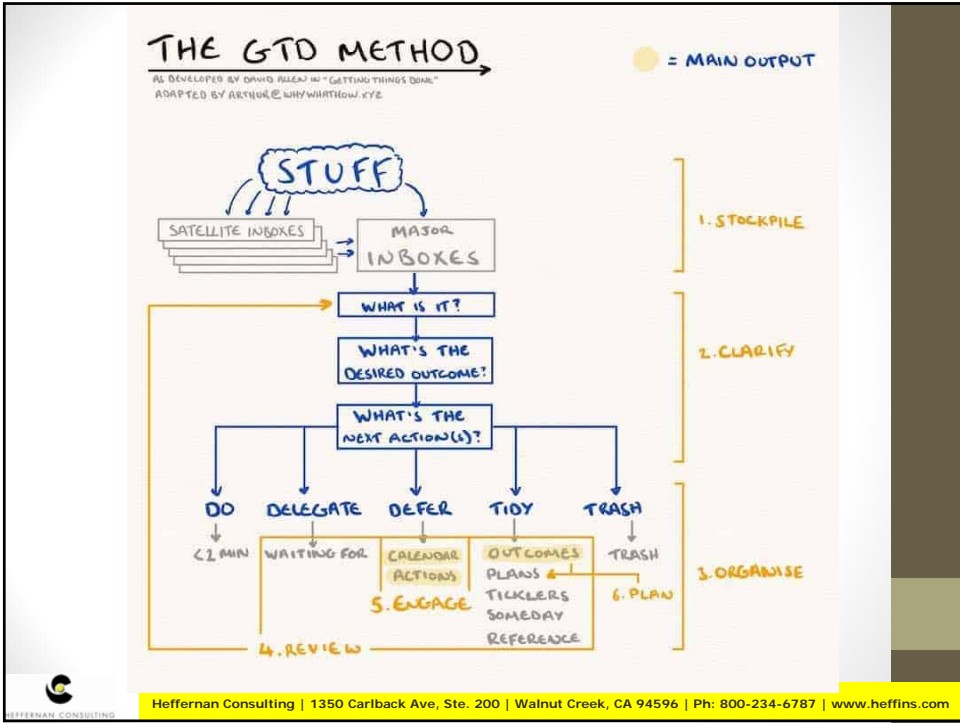


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# Anthony Trollope



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# Bullet Journaling



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# The Tried and True To-Do List



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## How to “Hack” Your Productivity



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## How's Your Team Doing?

- a) As good as can be expected. We have a wellness program in place and look after our employees mental and physical well being.
- b) We provide health benefits and expect our employees know what do to take care of themselves.
- c) I regularly check in with my employees and am informed of things that may impact their productivity such as stress at home.
- d) I don't know. I've never asked.



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# Lifestyle Changes



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# Burnout



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## Boosting Your Team's Productivity

1. Be Efficient
2. Delegate
3. Reduce Distractions
4. Have the Right Tools and Equipment
5. Improve Workplace Conditions
6. Offer Support and Set Realistic Goals
7. Practice Positive Reinforcement
8. Appreciation!!!



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## Skills and Knowledge Gap



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# Productivity While Working Remotely



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## Questions for Leaders

- What are the key productivity metrics for each business unit?
- Goal setting boosts productivity – have we set KPIs for each employee?
- Can we pivot allow employees to work when they are most productive and focus on the amount of work done instead of clock watching?
- Are we making sure that employees have what they need to work from home (equipment, resources)?
- How are we setting priorities, expectations, and guidelines so staff know what is acceptable without micromanaging?
- Do we have a standard response time if an employee has not communicated that they are out of the office?
- What software are we using to maintain work relationships?
- What are we doing to keep employees engaged while working from home?



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## Tips for Workers

1. Create a comfortable (and ergonomically correct) workspace separate from home life and make sure you have the right materials.
2. Stay organized – new systems, daily planner, weekly work schedule.
3. Commit to smaller, but intense work intervals – time how long it takes before you get distracted, take a break, and continue this pace throughout the day.
4. Keep your work life separate from your personal life – stay off Facebook except for lunch and end your day normally and do whatever you usually do.
5. Help kids understand what it means to work from home – leave a sign out for when it's ok to disturb you vs. when it's not.
6. Take a break – 37% of remote workers say taking breaks is the best way to stay productive.
7. Schedule a virtual commute – the hardest part is the loneliness and lack of social isolation so use this time to check in with co-workers.



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## How to Measure Productivity

- Percentage of Goal Met
- Number of Tasks Completed
- Revenue per Employee
- Labor Productivity Formula
- Activity Level



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# Helpful Resources

## Books:

- Getting Things Done – David Allen
- The 7 Habits of Highly Effective People – Stephen Covey
- The Power of Habit – Charles Duhigg
- Essentialism – Greg McKeown

## Podcasts:

- Beyond the To-Do List
- Getting Things Done
- The 5 AM Miracle
- The Tim Ferriss Show



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# Discussion and Questions

## Thank You!

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