



Improving Productivity

A look at what might get in the way of improving your productivity or that of your employees.

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Agenda

- Agreements
 - Introductions
 - Productivity Toolbox
 - Things that can get in the way
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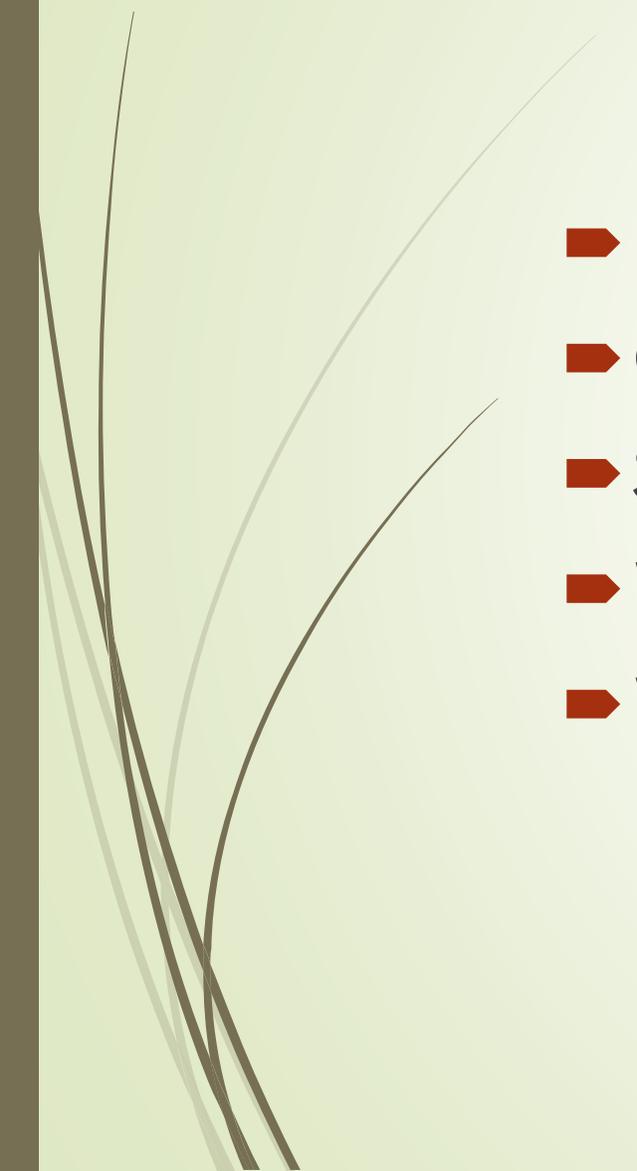


The Agreements

- Confidentiality
 - Feel free to use the material presented here
 - You can share your experience with others
 - Keep what others say and share here confidential
- In discussion, share your experience, no “stories” about “others”
- Use “I” Statements as much as possible, this way you own and share from your personal experience



Introductions

- Name
 - Company and job title/what you do
 - Something personal about yourself
 - Why you are here?
 - What you would like to get out of this?
- 



The Standard Toolbox

- Task Management and task planning
 - Plan your day / week / month, delegate, say “No”
- Make Time for important “stuff”
 - Eliminate waste and distraction, close the door (if you have one), turn off your phone, focus
 - 80/20 rule
- SMART+ Goal Setting
 - Specific, Measurable, Achievable, Realistic, Timely
- Communication
 - Be Clear and Specific



The “Advanced” Toolbox

- Delegate - Do the things you are best at, let others do those tasks they do better (than you)
- Balance - Breaks, meditation, yoga, have a snooze; spend time with family; don't run your brain and body into the ground
- Goal Setting – Make them personal, meaningful and challenging (exciting), have them align with your values, include contribution (giving back), prioritize, visualize
- Verify your Assumptions – Most project failures are caused by wrong assumptions



Ask Yourself... (let's focus on you)

- Which of these (or other) tools am I using?
- How often am I using them?
- How are they working for me?
- Is there room for (productivity) improvement?

Share your answers!



We learn(ed) these tools, yet
we don't fully utilize them.
Why is that...?

So, if it is not knowledge and training, what could be holding us back from applying (more) of these tools to become the most productive we can be?



Let's take a look of what could be getting in the way...

- I have no or little **motivation** (wiifme)
- There is no **accountability** (others holding me responsible for not taking action)
- It is hard to let go of old **habits**
- There are **beliefs** about myself holding me back



Motivation



- What's in it for me?
- I am afraid my boss will load me up with even more work
- I have no idea what to do with that free time
- Others may get jealous or speak badly about me behind my back
- All this mumbo jumbo does not work anyway



Are you motivated to be
more productive?

Sharing / Discussion



How to overcome motivational issues...

- Make it personal, make it about you
- Negotiate a win-win situation; set expectations
- Decide how to spend your free time (e.g. fun)
- Create incentives
- Measure your progress
- Get a buddy or form a team

What motivates you?



Accountability



- As soon as the training was over everyone just went back to doing what they always did
- Why should I use this when others don't?
- I don't think others have any idea what I am capable of
- My last performance review did not even mention the changes I made and how much I am able to accomplish now
- I don't have the power to make an impact



Who is holding you
accountable?

Sharing / Discussion



Ways to introduce accountability...

- Measure and celebrate success
- Make agreements; negotiate something you want to get out of this; make sure it is a win-win; this can be done prior to starting the training
- Ongoing support once the training is complete
- Teach self-accountability (following through on commitments / agreements); learn about the benefits and what it can do for you



Habits

- We form habits – get into a routine
 - We don't think about our actions any longer
 - Habits can be comforting
 - Changing a habit is challenging
 - It takes typically 20-30 days applying a new behaviour daily to change a habit
 - More deeply rooted habits take longer
- 



Any Habits getting in your
way?

Sharing / Discussion



How to Change Habits

- Step 1: Identify a habit you want to change, go easy first, it takes practice
- Step 2: What are you replacing the habit with? Put up reminders to help you remember. Find allies for support.
- Step 3: Give yourself a pat on the back each time you remember even if you remember that you forgot.
- Step 4: Check with yourself after 20/30/40 days to see if the new habit has formed.



Beliefs

- Since I am told to go to this training I must not be doing a good job
- I will never be as productive as ...
- I am already the most productive person here
- I suck at this stuff
- I am not going to be around much longer anyway
- Nobody cares, so I don't care



What beliefs do you
have?

Sharing / Discussion



Working on Beliefs

- Ask yourself where this belief may have originated; chances are it has been around a long time
- Recognize this belief may be running a much larger part of your life (not specific to productivity)
- Notice that it had or still has a purpose in your life
- Share your beliefs with someone you trust
- You may need help from a coach or counselor for deeper work around this belief



Recap



- Learning the tools may not be enough
- It can be as or even more important to discover what keeps us from applying these tools
- We looked at motivation, accountability, habits, and beliefs as potential stumbling blocks for putting productivity tools into action
- Removing these blocks is personal and can be transformative far beyond improving our productivity



Your feedback is welcome.
Thank You!

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