

Productive Work Habits

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PREVIEW



Course Objectives

Upon completion of this course, you'll be able to:

- Recognize the difference between true productivity and “fake” productivity
- Prioritize your daily work based on your key results
- Improve your ability to focus
- Eliminate habits that detract from your productivity
- Work effectively with colleagues
- Cultivate the nine habits that will increase your productivity

Productive Work Habits

Habit One: Prioritize

PREVIEW

What Is Productivity?

Productivity is creating high-impact work efficiently.

That means doing the right task at the right time. For example, you can answer 100 emails and be less productive than if you answered none, but worked on an important project instead.

“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”

Paul J. Meyer, founder of Success Motivation International, Inc.

Benefits of Productivity

You know intuitively that increasing your productivity is a good idea. Here are some specific ways being more productive is beneficial to you and your organization.

- You can get more done in less time.
- It decreases your stress.
- It helps you create better work-life balance.
- You develop positive work habits.
- It increases your professional skills and reputation.



Productivity Self-Assessment

Read each statement and decide which number best reflects the frequency with which you demonstrate each behavior. 1=Seldom, 2=Sometimes, 3=Frequently

1. I spend 10-15 minutes planning my day.	1	2	3
2. I check every email as soon as it arrives.	1	2	3
3. My day is organized by the key results I need to achieve.	1	2	3
4. My desk and files are a mess.	1	2	3
5. I leave open pockets of time in my schedule.	1	2	3
6. I'm habitually late.	1	2	3

Productivity Self-Assessment (cont.)

7. I focus on one activity at a time.	1	2	3
8. I multi-task to try to get more done.	1	2	3
9. I take mini-breaks throughout the day.	1	2	3
10. I usually procrastinate on big projects.	1	2	3
11. I actively seek out projects that stretch my skills.	1	2	3
12. I feel I am in a rut at work.	1	2	3

Scoring: Add up the odd and even numbered statements separately. Ideally, you want as close to 18 as possible for the odd numbers, and as close to 6 as possible for the even numbers.

Identify Your Purpose

The first step in prioritizing your work is to examine your organization's purpose and how your job fits into that. You can do that by answering the following questions.

- What is the purpose of the organization you work for?
- What is the purpose of your department or area within the organization?
- Why does your job exist?
- What would happen if it did not exist?



Identify Your Key Results

In addition to determining your purpose, you need to determine your key results. These are the outcomes you need to achieve in order for you and your organization to be successful. It may be helpful to classify them in terms of:

Managing others

Sales or marketing

Communications

Finance: budget, revenue, profit

Plant, building & equipment

Planning or project management

Innovation

Customer service

Translate Results into Daily Activities

Now you know the most important outcomes you need to achieve. So how do you ensure that they actually get done? Translate big results into specific activities by looking at each key result individually, and answering the following:

- What is it you need to do?
- Who else is involved in doing it?
- How will you accomplish it?
- When will you do it?
- What materials and resources do you need to get it done?



If you do this for every outcome, you will have a long list of tasks and activities that need to get done. The next habit looks at how to get and stay organized to accomplish all you have to do.

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