

WORKPLACE & PEOPLE PRODUCTIVITY 2021

Time Management:

To be professionally successful in any workplace, individuals must manage their time effectively. Being able to control your workload by implementing appropriate time management strategies is a worthy skill that will avoid each day being a chaotic and reactive work environment. Not only will you work more productively but you will also feel less stressed out and this will have a positive impact on your teams.

- [According to Wikipedia:](#)

"Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity."

- [Indeed career guide - Time Management Skills: Definition and Examples](#)

Personal Productivity:

In the New York Times, online business article [How to Make the Most of Your Workday](#) you can read up on various different productivity techniques that any individual can adapt to suit their own personal style.

REMOTE WORKING: EMPLOYEES SAY THESE FOUR THINGS WILL MAKE THEM MORE PRODUCTIVE:

<https://www.techrepublic.com/article/remote-working-employees-say-these-four-things-will-make-them-more-productive/>

[Formstack Quick Tips for Breaking Down Top Barriers to Workflow Productivity](#)

Or for a different perspective why not go online to:

- Forbes online, [5 Ways To Increase Your Productivity At Work](#) where career coach Ashley Stahl will give you 5 quick and easy tips to incorporate into your daily routines.
- Or why not watch the 90 second video in Forbes article [Ten Ways To Be 10x More Productive At Work](#) by Liz Ryan and if you have time to read her article even better as she offers an alternate perspective on work productivity.

Workplace Productivity:

On their website PwC have a dedicated [People and Organisation](#) section where they look at ways on how to support you in attracting, developing and retaining what they refer to as a market leading workforce.

"Improving your people productivity means that you and your people work harder, better and faster. All businesses aim to be more productive, however it is multifaceted and requires a holistic approach targeting all levels of the business, from better management and strong leadership to refining the organisational and job structure, while paying careful attention to employee engagement and wellness. It's not an easy task, but organisations have much to gain from getting it right."

- [Click here to read more including their blog and watch their 60 second update](#)



Or for a different perspective why not go online to:

- [Formstack Quick Tips for Breaking Down Top Barriers to Workflow Productivity](#)
- [Fast Company How to Overcome The 6 Most Toxic Employee Behaviors](#)
- [BUSINESSTOWN - 8 Ways to Increase Productivity in the Workplace](#)
- [TimeDoctorBlog How to Increase Productivity in a Workplace](#)

Work Objectives:

By setting realistic and relevant work objectives you could improve work productivity in your teams. You can find out more about [Setting Work Objectives](#) on the GNWT (Government of Northwest Territories) Learning and Development website.

"Work Objectives describe the results expected from employees during the coming work year, season, or term. Typically, objectives relate to budgets, deadlines, accuracy, quality and speed, and they answer these questions: WHAT – exactly what should the employee be trying to do?" [GNWT website](#)

Or for a different perspective why not go online to:

- [wikiHow - How to Write Performance Objectives](#)
- [Guide to Adjusting Performance Goals during COVID-19](#)
- [PROJECTMANAGER - How to Write Effective Project Objectives Every Time](#) (includes a 3-minute video worth watching)

And finally, we found some great videos online that you might like to watch:

- [Nate Woodbury - How To Be More Productive At Work \(11 minutes\)](#)
- [Actualized.org - How To Stay Focused - The Key To Being Extremely Productive & Clear-Minded](#)
- [Why work doesn't happen at work - Jason Fried](#)
- [How to manage your time more effectively \(according to machines\) - Brian Christian](#)