PROMOTING PRODUCTIVITY

One challenge leaders face is the need to maintain their own productivity while also helping employees and the entire organization become more productive. Here are some ideas to help you promote productivity.

| **FOCUS ON WHAT'S IMPORTANT** | There is always enough time to get something done. The ability to focus on the most important task and complete it is key to productivity. Prioritize your workday and your organization's workflow based on the things that matter most. |

| **DON'T ALWAYS BE AVAILABLE** | Most of the important work you do requires large chunks of uninterrupted time to complete. Leaders need to carve out time specifically for these tasks. Also be sure to give your staff permission to do the same. |

| **HAVE EFFECTIVE MEETINGS** | Meetings can frequently be a source of frustration and a barrier to productivity. However, meetings are essential for sharing information, making decisions, and fostering innovation. We can't get rid of meetings, but we can reduce the time spent on them through better planning. Two key questions to keep at the forefront when planning a meeting are *Why are we having a meeting?* and *Who should attend?* |

MANAGE EMAILS

Email is another commonly identified source of frustration and barrier to productivity. Although it's a great tool for productivity, it can also be an all-encompassing battle to manage. While eWveryone's approach to managing emails will be different, the key is to actually have a plan.

Here are a few ways to reduce the time wasted on emails:

1. Ask to stop being cc'd if the email thread isn't relevant to you.

2. Stop "email meetings." When an email turns into a back-and-forth conversation, ask for a phone call or in-person meeting instead.

3. Don't write long emails. If you have something lengthy to say, do it by phone or in person.