Improving productivity in the workplace

Introduction

Productivity is about far more than profit. A productive workplace helps ensure your team is motivated, engaged, and most importantly, happy. Nothing fuels employee engagement less than sluggish processes and stale routines.

Basically, being stuck in the office can be demotivating. It can be boring for your team, bad news for innovation, and ultimately, damaging to your bottom line. Which is why we're here to help you shake things up a little.

From stimulating rewarding communication to giving creativity room and light to grow, we've put together everything you need to know to kickstart productivity in your workplace.

Checklist
How is productive
is your workplace?

Before you can make positive changes to productivity, it's good to figure out what's working and what's not. Use our checklist to help you identify some key areas you should focus on to make a positive impact

01   How much time do people spend in internal or external meetings

02   Is your internal communication strategy clear (for example, do people use the same plat forms/ tools, or do people use different ones within the business)?

03   Is your meeting strategy consistent across the whole business (tools, routines, setting goals/objectives, following up etc)

04   Do you know which tasks take up the most time for individuals and teams to complete?

05   Are employees encouraged to think creatively?

06   Are your employees empowered to make their own decisions?

07   Is everybody aware of all your busineses key processes?

08   Do you understand and harness the potential of technology to facilitate greater collaboration?

09   Is teamwork a vision rather than a golden rule?

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01

Meetings are sucking the life out of your business

Meetings can be a drag. Not only do they force you away from your desk or out of the office just as you're hitting peak concentration, but they can destruct workflows for whole teams for large chunks of time.

The solution? Unfortunately you can't simply just have less meetings. But you can invest in tools that make it easier to achieve the face-to-face communication people need whilst allowing them to actually spend less time going in and out of meetings.

As an example of a better way, videoconferencing tools make it easier for people to get together face to face, whilst providing a responsive platforms that regular meetings, with all their planning and physical disruptions, usually lack. Investing in a professional videoconferencing solution means you can turn your workplace or home office into a meeting room without ever having to leave your desk.

Plan scheduled meetings for extended conversations, or simply get a definitive answer immediately in a quick call. All of which leaves people more time to focus on the things that matter than when their next meeting is.

02

Internal communication is at a breaking point

Great communication is the foundation of any business. It allows ideas to flow freely, relationships to grow stronger, and creativity to blossom. So why are most of us so bad at it? Nowadays there are endless ways to communicate. Email, messaging apps, and a myriad of work management tools – they all promise instant and efficient communication. But the fact is that no amount of apps or emails can ever replace a real conversation.

Face-to-face communication reduces the chance of miscommunication and delays, and it also just makes us feel better and better connected. While there's certainly a place for written communication, the most powerful strategies combine the two.

03

Your meeting strategy is all over the place

What do you get when you mix a video call with a BYOD ("bring your own device") strategy? Chaos. OK, that's perhaps overstating a bit for effect, but you get what we're saying.

Whilst it's great to give people the option to use their preferred laptop, tablet, etc, when everybody has their own favorite solution, it can be a logistical nightmare to get them all on the same (digital) page so to speak. That's why it's crucial you have a zcentralized workplace meeting strategy. For any tools your meeting strategy relies upon, like file sharing and collaboration tools for example, try to pick cloud-based platforms that make it easy for people to access from any device in different locations.

Just make sure everybody is aware of the defined processes and that everybody's device is set-up with the chosen solution. Then you're good to go. This might sound obvious, but it's amazing how many workplaces rely on a patchwork of different tools all competing with one another as nobody has taken the time to identify and communicate company standards.

04

Your workplace is rife with productivity killers

Denial is a dangerous thing in the productivity stakes. Most of us face daily distractions, inefficient processes, and occasionally, poor organizational vision, yet we regularly choose to ignore them. So the first step to any productivity rehab plan is to identify the things holding you and your team back.

These may include:
- Social media distractions
- Inefficient internal communication
- Sluggish workflow processes
- Undefined responsibilities ("who do I talk to about..." / "who's decision is it about X?"
- Unnecessary meetings

Whether you're battling against the lure of social media or the frustration of an inefficient communication system, tackling these productivity-zappers head on is the only way to get the most out of a talented team

05

There's no room for creativity

When creativity is stifled, your business suffers. Successful brands and motivated teams should be centered around a creative vision. After all, new ideas are what propels a company forward.

You should do everything in your power to reignite the collective creative spark in your office. Whether it involves organizing more brainstorming sessions or occasionally allowing employees to work from home to work in distraction free space, injecting some fresh energy into your working practices is one of the best ways to boost productivity.

But of course, creative working often requires creative solutions. Whilst technology can't replace human creativity, choosing tools that give people flexibility to collaborate more effectively signals your support for a fun and expressive working environment in your workplace. And whilst technology can't make people be creative, it can make it easier for them to be creative together

06

Your employees don't feel empowered

Motivation is key to productivity. If your employees are feeling uninspired, it will begin to show.

So give them something to get excited about. Investing in innovative workplace solutions gives each and every one of your team members a voice. It means they can collaborate on new ideas, perform to the best of their ability and spend less time on uninspiring tasks.

But there are some things technology can't do. Your employees' motivation rests on positive communication too. To ensure everybody feels supported, remember to celebrate the successes together and work through the challenges as a team to learn how everyone can improve next time.

07

You're not making the most of today's technology

Used properly, technology has the power to boost productivity more than ever. Used inefficiently, it will only slow you down, like being buried under an avalanche of email. Being tech savvy doesn't have to mean making large investments, but taking the time to find the right solutions for your specific needs.

The emergence of cloud computing has opened up the potential for even the smallest businesses to be able to afford to invest in the latest business tools. Keeping up-to-date with the latest tech trends is essential in a productive workplace, since your competition is almost certainly doing so. You don't have to necessarily pick the tools that are the most expensive, or offer the most flashing lights and fancy features, you simply need to pick tools that help people do the most important tasks in your business more effectively

08

You're not making the most of today's technology

Sadly your employees aren't mind readers. So if your standard processes are elusive, or worse, non-existent, how is anyone supposed to know what they're doing? While individuality is great, when it comes to key processes, everybody needs to be singing from the same song sheet.

That means defining productivity too. Ensuring your whole team knows what's expected of them at each stage makes life a whole lot easier for everybody. It means your employees understand their assigned roles and responsibilities, and you have something to point to if things go wrong.

09

Nobody is collaborating

We all know that two heads are better than one. Great collaboration means more ideas, more creativity, and a stronger team. By holding everybody accountable, teamwork— when properly managed— is almost guaranteed to boost productivity.

So how can you promote successful collaboration? A recent study by Google has the answer: make sure your team plays nice and has fun together. The research showed that when businesses took the time to listen to everybody's idea and feedback, their teams blossomed alongside their creative output. In short, building a supportive environment not only powers productivity but positivity too.

Want to learn more about video conferencing and how it can make your life easier?

Get in touch at kinly.com

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