

WHY WORKPLACE EFFICIENCY IS A MUST

by:
Mary Grace M. Ramos

We often hear the word efficiency along with its often partner, effectiveness. But what is efficiency? Efficiency is the ability to achieve a goal with little to no waste, effort or energy. It means that results can be achieved by putting the resources that one has into process in the best way possible. In totality, efficiency can be achieved by optimizing the processes involved in the workplace. This brings us to the question: what is the value of efficiency? Efficiency reduces waste, decreases errors, reduces cost, and improves productivity.

Efficiency reduces waste since when the process is optimized, every resource is being used and almost nothing is being thrown out and considered as useless. Errors are decreased when workers are efficient since in efficiency, a strict process is followed. This strict process involves instructions which guides the employees to achieve the task with minimal to no error at all. Since there is no wastage in an efficient workplace, the cost for enterprises in producing a product or service is largely decreased. Lastly, efficiency breeds improved productivity since the process is streamlined and the employees will have spare time which can be attributed to other work activities.

Since efficiency in the workplace is, without a doubt, very beneficial, what can employees do in order to eliminate inefficiency in the workplace? First, employees shall complete tasks based on priority. In every workplace environment, there are numerous tasks to be done with so little time available. However, these tasks are not of equal importance. This is why employees should first identify the tasks which takes precedence and priority over the others. These tasks shall be performed first and the others at a later time. When I was employed as a contract tracer in 2020, time was really of the essence

since proper and timely contact tracing can help save the lives of others. This is why I made a schedule of my tasks and followed this schedule strictly.

Second, employees should break projects into smaller tasks and the latter into subtasks. This process is often termed as task analysis. Sometimes, when we are assigned a big project, we tend to be overwhelmed and discouraged by the huge amount of time and effort that such project entails. This may lead to task paralysis, which is the feeling of being overwhelmed by too many tasks, and not knowing where to start. Task paralysis is counter-productive and should be avoided by task analysis. In task analysis, the employees must first look at the bigger picture, examine the parts of the task, organize these tasks and create a schedule for completing these tasks. Of course, this schedule shall be observed and adhered to.

Third, employees shall minimize distractions. In these modern times, almost everything can be regarded as a distraction. Thus, the task of minimizing distractions is getting harder as time goes by. In minimizing distractions, employees must always have a plan before tackling a specific task and these tasks must have specific time limits within which they are to be fulfilled. Employees should also always remain to be goal-oriented so that they may not be off the course of completing the project or tasks assigned to them. As an employee, I also had been tempted by many distractions during working hours like the social media and my responsibilities as a mother and a wife. However, I handled these distractions by balancing my time and by always instilling in my mind the responsibilities and goals involved in my job.

Lastly, employees, especially the supervisors and team leaders shall delegate mindfully. Delegation is the act of delegating – entrusting a task, job duty to someone else. Why is this important? When an employee or supervisor delegates a task to another, the former frees up some of his working time and such time can be attributed to higher-value activities while also keeping their subordinates engaged with greater autonomy. I

have greatly observed this task when I was employed as a supervisor of Lims Enterprises when I was tasked to supervise ten employees.

Efficiency truly entails a huge amount of responsibility. It requires a lot of preparation, commitment and practice. However, after achieving the stage of efficiency, after traversing its strenuous road, the establishment can reap its vast rewards. Thus, every employee must strive to be as efficient as possible since doing the same will not only benefit the establishment but also the employee himself, the environment and the community.

References:

<https://hubworks.com/en/work-efficiency.html>

<https://dictionary.cambridge.org/us/dictionary/english/delegate>

<https://online.hbs.edu/blog/post/how-to-delegate-effectively>