INCREASING PRODUCTIVITY IN THE WORKPLACE

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Optimizing productivity can increase work performance and career advancement. By employing strategies, an employee may increase his productivity in the workplace.

As published by the Editorial Team of https://www.indeed.com/ in 2020, productivity is a measure of efficiency, often an individual's efficiency. Labor productivity, which gauges employee output, is the most prevalent sort of productivity. Being productive means finishing chores quickly and efficiently. It can aid in boosting firm profitability and, if overall productivity rises, living standards.

The team also suggested examples on how an individual can increase his own productivity in the workplace. These are as follows.

Foremost, focus on high priority tasks. Organize tasks to decide what are the most important tasks and which should be delegated and eliminated.

Another is to clean the workspace. An orderly workspace can help to focus better and improve ability to be productive. Studies show that a clean desk can help to focus on a task more. Relative to this is to minimize distractions. To focus on high-priority tasks, turning off phone is sometimes necessary.

Apart from these, getting quality sleep should also be considered. Quality sleep gives an individual the ability to focus effectively and accomplish more during the day. Studies have also found that those who did not get enough rest were more likely to need sick days. This impacts productivity.

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Exercising regularly and increasing access to sunlight can also help. Regular exercise allows people to complete tasks more quickly while access to sunlight can help to perform better on tasks involving mental function and memory recall. Along with these, there should be memory routine to follow every day. Whether it is medication, reading, exercise or writing down thoughts, any of these can help to have a productive day.

These are only some of the tips to become more productive in the workplace. By considering a handful of these, benefits in terms of work productivity are undoubtedly expected in the long run.

References:

Indeed, Team Editorial Team (2020) 15 Examples of How To Increase Productivity in the Workplace, retrieved from https://www.indeed.com/career-advice/career-development/productivity