



# Boosting Productivity in the Workplace

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# Refine Your Workspace

- Liven up your atmosphere! Add pictures, a stuffed animal, some knickknacks, a plant (real or fake), etc.
- If possible, invest in some items to support your body – ergonomic desk, a new chair, a cushion, etc.
- Clean your space! Organize your desk, shelves, filing cabinet, etc.



# Change Your Scenery

- Switching up your environment is good for your focus and productivity. Your brain loves novelty and will release dopamine when presented with something different and new.
- It can be difficult to change your scenery, depending on your work, but it's worth trying to switch it up if you can.
- During break time, take it outside your workspace. Taking proper breaks helps you in many ways that lead to better productivity.



# Monday – Work Management

Monday.com

## SAMPLE BOARD ▾

🏠 Main Table +

New task ▾ 🔍 Search 👤 Person ⚙ Filter ▾ ⬆ Sort 👁 Hide 🚀 ...

### ▾ Tasks

<input type="checkbox"/>	Task		Person	Status	Start Date	Priority	Date to Complete
<input type="checkbox"/>	Client 1 - Process Mailing		SS	Working on it	Apr 8	High	Apr 11
<input type="checkbox"/>	New Client - Quote Mailing		SS	Done	Apr 5	High	Apr 5
<input type="checkbox"/>	Client 2 - Revised Statements		SS	Working on it	Apr 9	Medium	Apr 15
<input type="checkbox"/>	+ Add task						

### ▾ Purchases

<input type="checkbox"/>	Task		Person	Status	Start Date	Priority	Date to Complete
<input type="checkbox"/>	Vendor 1 - Purchase Paper		SS	Done	Apr 5	Critical ⚠	Apr 5
<input type="checkbox"/>	Vendor 2 - Order Envelopes for Project		SS	Working on it	Apr 4	Low	Apr 10
<input type="checkbox"/>	+ Add task						

+ Add new group



## Client 1 - Process Mailing

+SS



🏠 Updat...

Files

Activity Log



Write an update...

✉ Write updates via email



Sarah Shipman ●

🕒 just now 🗨 ...

Client 1 reached out regarding a one off mailing that they would like us to do. Client 1 sent files and list - working on processing mailing now.

Client 1 let us know they want the mail to drop by April 11th.

👍 Like

↩ Reply

# Focus on One Task at a Time

- No Multitasking! Research shows Humans are incapable of multitasking.
- When you're "multitasking" you're interrupting yourself and causing disruption to your productivity
- More efficient to focus on one task rather than multiple at a time
- Talk to yourself! Tell yourself out loud or write down what you need to do and what task you're working on – it helps!
- Concentrate specifically on your one task.
- If you must stop working on one task to focus on another, ensure you're at a good stopping point.



# Tune Out Distractions

- Distractions rob you of your focus and time
- Two different categories of distractions
  1. Self-Imposed
  2. Environmentally Imposed
- Ways to help reduce distractions to increase productivity
  1. Listen to music
  2. Turn off notifications on phone or put phone away completely
  3. Set boundaries with colleagues
  4. Close door if you can

# Let Go of Perfectionism



- Perfectionism means being stuck with standards that are always too high and anxiously focusing on them.
- Perfectionists often have higher levels of stress, burnout, and anxiety.
- How to let go of perfectionism?
  1. Set a reasonable timebox to complete a project.
  2. Set yourself obtainable goals that you can achieve.
  3. Find a perfect healthy balance.
  4. Have the courage to be imperfect.

*“The primary benefits of becoming an imperfectionist are reduced stress and greater results by taking positive action in more situations. The more fearless, confident, and free a person is, the more they embrace imperfection in their life.”*

– Stephen Guise, How to Be An Imperfectionist.



As for Procrastination...



# Don't Procrastinate

- Procrastinating = Delay in completing tasks until the last minute
- *“When we allow ourselves to procrastinate, we are allowing the drive to delay to irrationally override our desire to act.”* – Stacey Ruth, PCC
- There are multiple reasons why people procrastinate: Fear of failure, lack of motivation, poor time management, not knowing where to begin/ how to do the task, an even getting overwhelmed by the task.
- How can you help yourself with procrastination?
  1. Breakdown your tasks
  2. Set specific, attainable goals
  3. 10-minute rule for procrastination
  4. Eliminate distractions
  5. Reward yourself

# Sources

<https://www.atlassian.com/blog/productivity/simple-ways-to-be-productive-at-work>

<https://www.npr.org/2008/10/02/95256794/think-youre-multitasking-think-again>

<https://www.linkedin.com/pulse/procrastination-workplace-understanding-impact-stacey-ruth-cpc>

# Thank You

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Moonlight BPO

