

HOW TO RUN A PRODUCTIVE AND HAPPY OFFICE

How productive do our employees think they are?

People work an average of

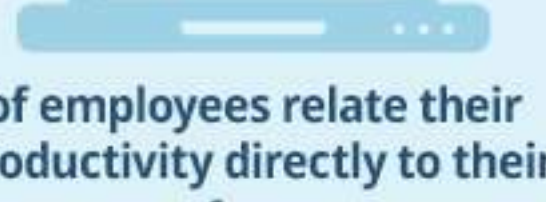


Solutions:

- Ask questions
- Keep communication channels open



55% of employees relate their productivity directly to their software



Solutions:

- Make sure software is suitable for both you and employees
- Make sure adequate training is supplied (ongoing)



People spend **5.6** hours per week in meetings



Solutions:

- Cut down on meetings
- Consider 'stand up' meetings or 'close to lunch' meetings



Only **34%** are using proven scheduling tools and techniques to help them gain more free time and balance in their lives



Solutions:

- Give access to tools relevant to each employee
- Give access to productivity training

60% don't have a work-life balance and being unproductive contributes to this feeling



Workers receive an average of



Solutions:

- Training on email productivity



The most common productivity pitfalls



Think outside the box for improved productivity

Allow music and social networking

A 2009 study shows that when employees visit sites for personal interest, there was a



10-minute breaks

Additional research shows this might mean employees who are:

- Healthier
- Happier
- More Productive

In a recent survey by UK licensing organisations said music at work:

- Improved the atmosphere
- Increased employee morale



Learn to appreciate



5 things you can do to improve your productivity

- Use to do lists
- Only attend meetings that are vital
- Only answer emails at designated times
- Prepare for the next day
- Delegate tasks that can be done by junior staff

5 productivity tools to make your life easier

- EVERNOTE**
evernote.com
- remember the milk**
www.rememberthemilk.com
- Any.do**
www.any.do
- Wunderlist**
www.wunderlist.com
- Trello**
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