



Personal Productivity Skills

Environmental Management for Personal Productivity

Self Management & Environmental Management?

Some of the items listed you will have large influence over. These are mostly related to the management of self.

- Your Time
- Delegation
- Information use

**DIRECT
INFLUENCE**

Far more are seemingly related to the management of your environment.

- Motivation
- Manage with Authority
- Influence
- Others Time

**INDIRECT
INFLUENCE**

PERSONAL PRODUCTIVITY SKILLS ARE USED TO

- Motivate People
- Manage Change
- Manage with Authority
- Delegate Effectively
- Manage Time
- Becoming a More Effective Manager
- Solve Problems
- Communicate Effectively
- Coach at Work
- Influence others
- Use Information for Decision Making
- Lead Your Team

FORCED

2ND Order/ Small Scale

PARTICIPATIVE

Reactive change to contextual shifts –
May involve accommodation and adaption to the unexpected

Proactive participative change to further develop and refine existing operations

Reactive

Pro-Active

Critical large scale adaption to unexpected events and threats to survival

Major company reinvention and renewal in a planned manner to predicted events.

DICTATORIAL

Transformational / Large Scale

CHARISMATIC

Small Scale

FORCED EVOLUTION

PARTICIPATIVE EVOLUTION

- Time available
- Incremental
- Radical stepped change
- Opposed

- Time available
- Incremental
- Minor adjustments
- Supported

Reactive

Pro-Active

- No time
- Out of fit
- Radical
- Opposed/Supported ?
- Vital to survival

- Pre-determined time
- Out of fit
- Radical
- Supported
- Large scale goal oriented

DICTATORIAL TRANSFORMATION

CHARISMATIC TRANSFORMATION

Large Scale

Which are the most important Productivity Skills?

Obviously as we have already pointed out this will depend on the context in which you are working.

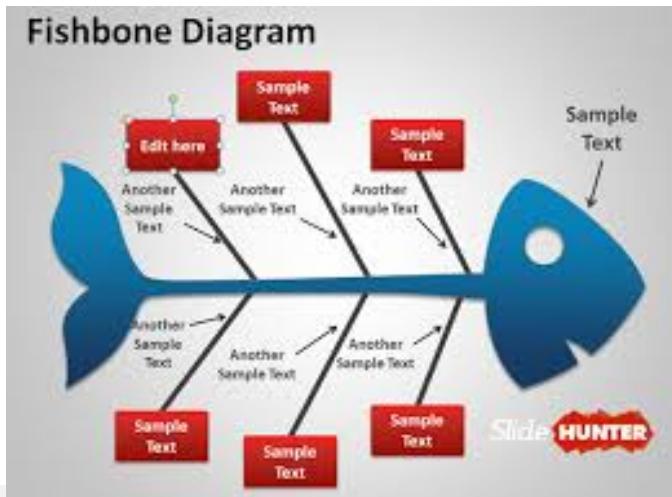
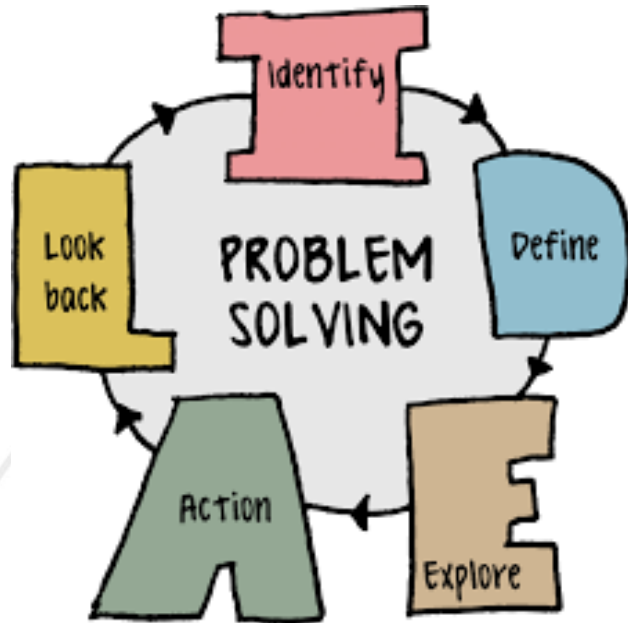
If you are able to take it easy and can work toward achieving incremental improvement then your choices will be different from those made under crisis conditions.

I'm going to suggest that we take a closer look at the four skills on the right and explore them further.

Please expand on this with your own research to suit your own conditions and environment.

- Problem solving
- Managing time
- Influencing & Motivating others
- Communication

Problem Solving



- Research before you get into the problem
- Analyse the research to know what you need
- Think creatively to discover new solutions
- Makes decisions that suit the situation
- Communicate the solution clearly and quickly
- Practice logic Building exercises – critical thinking with your team
- Use methods such as IDEAL or fishbone diagrams, to provide a structure to the process so that everyone is on the same page

Managing time

Time is the only commodity that we cannot buy more of for ourselves.

Don't waste it as you will not get it back.

Watch out for time wasters in things, people, places, thoughts and distractions

Planning is key to using your time wisely

Remember to give yourself time

Work out the value of your time

- Keep a diary – learn how it's used
- Remember the pareto principal (80/20 rule)
- Don't start meetings without an agenda – and I mean any meeting and every meeting you have
- Set goals for your time used
- Get a rhythm
- Avoid distraction

Influencing and motivating others

A seriously heavy personal productivity skill that has had thousands of books written about it. Google it

Match your influence style to the moment, if you are not in crisis then don't approach people as if the end of the world is nigh. They will never take you seriously again.

Find out what motivates others by observation. Not everyone is motivated by money although do remember that there is always a minimum level below which nothing really gets done and a maximum level of pay above which performance will not improve.

- Empire and reputation building
- Minimise or eliminate fear of failure
- They don't want to do more
- Change is unnecessary – show why
- Reinforce job security
- Get agreement on new work/social arrangements needed – buy in
- Identify and address psychological threats real or imagined

Communication

For me this is the big one.

I don't mind running my tail off if the why of the chase has been explained clearly to me.

Speed and clarity of message are critical to influence. Being late may raise doubts and questions and not including or addressing all possible points or issues will result in some discomfort for those the message is intended for.

Stick to your statements and if you have to change tell everyone as far in advance of the change as possible. This will increase your credibility as a leader

Remember the influencers in your circle

- Listen – use active listening skills and improve them
- Keep it simple
- Tell a story, use examples or data and provide evidence
- Share the context
- Inspire, educate and repeat
- Start a dialogue



Thank you