



Listener Quiz – Productivity

Productivity in our workplaces is one of today's biggest leadership challenges. So, here are a few questions to get you started in assessing your organization's productivity levels and finding areas for improvement. [The following are all proven contributors to improved productivity.]

Q 1 – Often, concepts of productivity are visualized quite differently by different generations: Grey Wave, Baby Boomers, Gen X, Gen Y...

Your Gen Y, 20-something employees:

- Do they have clarity about what a solid 8hr workday looks like?
- Have their supervisors ensured they know what they are expected to create using their brain, deliver with their own hands/technologies, and achieve each week/month?

Q 2 – Do you and your colleagues work to weekly “To Do” lists with A, B and C Priorities identified so they can stay on-track, focussed, and utilize their time effectively?

Q 3 – Has your organization or department established clear Goals with Outcomes Measures of Success? With:

- Measures broken –down and assigned to teams and/or individuals
- Regular check-in mechanisms to ensure progress and timely delivery?

Q 4 – Based upon your Goals & Measures...

Have your work processes and technology elements been aligned to efficiently and effectively support achievement through the use of tools/techniques such as:

- Process-mapping
- LEAN/Six-Sigma, etc

Are work stations/assembly-line areas free of clutter, yet properly provisioned?

Q 5 – Does your: Organization - Teams - Individuals

- Have expectations for innovation or quality improvement?
I.e. % of Revenue from new products or services
Efficiency targets
- Have clear co-ordination points for employees to bring their ideas for such improvement?
- Have reward mechanisms to encourage this thinking and implementation?

Do you Facilitate: ‘exchange’ sessions, communities of practice, or quality teams; AND
Dedicate specific time & place to this kind of collaborative work?