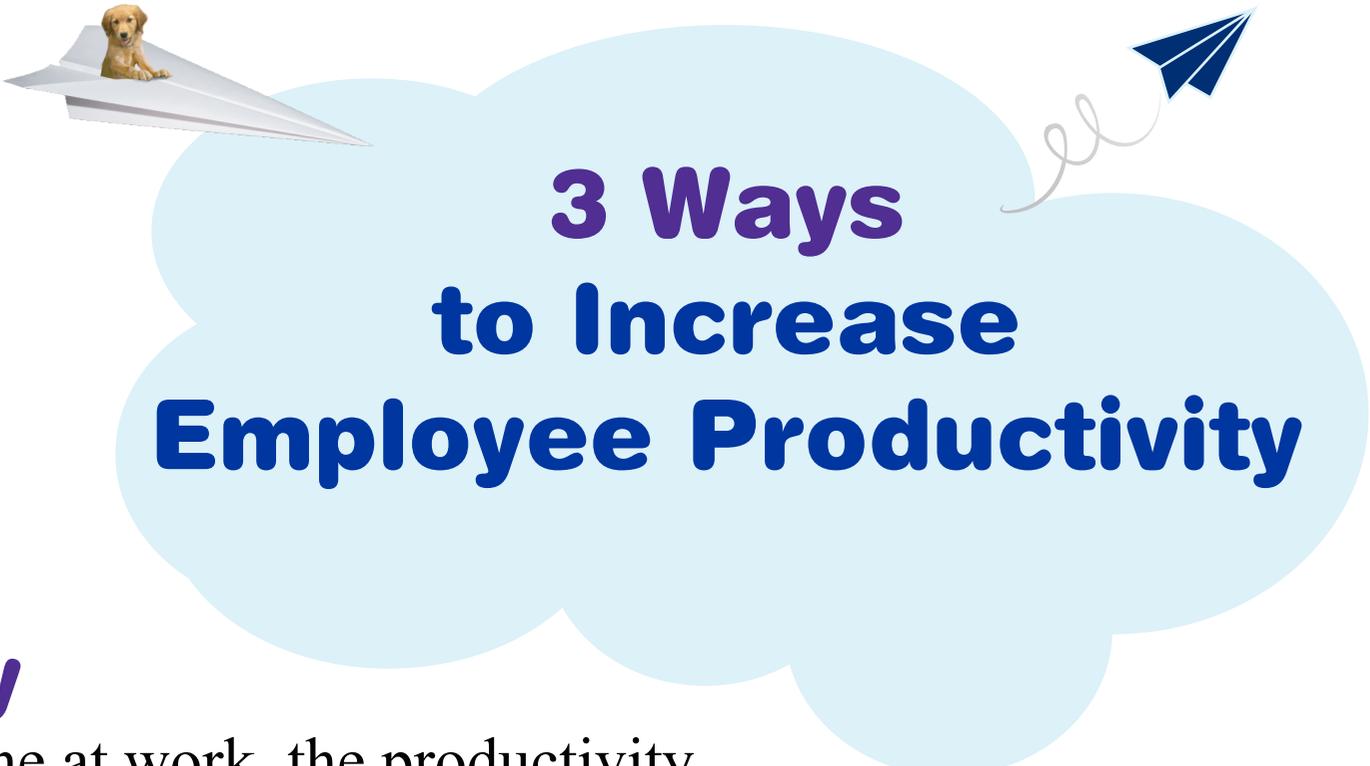


work
is good.

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**work is good,
don't you think?!**



3 Ways to Increase Employee Productivity

Culture of Productivity

if you want your people to get more done at work, the productivity gurus out there will tell you that it's all about having efficient systems. They say you need to prioritize your tasks, keep detailed logs of how your time is spent, learn to structure your calendar, maintain and follow an essential "to-do list" and much, much

keep reading...



1.) Make them feel appreciated

Employee Turnover

is a costly expense to any business. Evidence suggests that a key reason people leave their job is that they feel undervalued at work, according to a study by the American Psychological Association (APA), and half of these people said they intend to look for a new job in the next year.

**“work is good”
when...
your team feels valued**



**Creating a culture of productivity starts with helping your people feel like
“work is good” at your company.**



1.) Make them feel appreciated
continued

the value of “valuing”

The effects of employee turnover are devastating to any business. When a tenured employee leaves, you automatically see productivity slippage - the work that they were so efficient at doing is now either *not* getting done, or it is taking longer and potentially suffering in quality.

On the other hand, more than 90% of workers who reported feeling valued said that they are motivated to do their best at work, and 88% reported feeling engaged, the study found.

what you can do

Showing value can be as simple as giving recognition for a job well done. It can come in the form of public praise, or a small award. The smallest gesture can mean the world to an employee who has put their heart and soul into doing their best work.

Another way is to create an office environment that shows you care about the creature comforts of the people who work there. You can start by creating a comfortable surrounding in their cubicle or office - ergonomically correct furniture, supplies at hand that will make their job easier to accomplish, even stocking your breakroom with quality coffee. Providing beverages or snacks can encourage employees to stay on premise to recharge their batteries and not only show them value, but keep productivity up as well.

try ergonomic furniture & quality coffee



2.) Help them stay focused

Focus

Keeping your people focused on their most *mission-critical* tasks is essential to improving productivity - and ultimately profitability. Distractions are not only a nuisance in the workplace, but they can be a productivity crusher...

**DID YOU
KNOW?...**

everytime an employee is interrupted from their task-at-hand, it can take up to **15 minutes to get back on track?!** Think about that for a minute - how many times in a day do distractions occur? 5... 10... 15... times. No wonder they have a hard time getting anything done.

distractions will happen... the key is to get back on task with a clear mind



2.) Help them stay focused
continued

Think about the responsibilities

that compromise a “role” or “job” at your company. Some of the responsibilities are directed towards moving the business forward - whether it is in **sales, service, finance, or operations**.

Each role contributes uniquely to the mission and vision of the business. But, there are those responsibilities that are simply overhead, necessary evils. Things that need to get done to keep the wheels moving on the train. **THOSE** are the tasks that need to be minimized.

The Opportunity...

Your opportunity here to increase productivity is to minimize the time that your people spend on tasks that do not drive your business.

The secret is to find ways to leverage other companies where these tasks **ARE** their core competency.

Rely on the services of an outside expert to help supplement these processes and tasks.

**when people are doing what they do best MOST of their time, they truly believe that
“work is good” AND become productivity machines.**



3.) Make their job less frustrating

Routines

A manager of a small business once saw his employee going through crazy gyrations to get a task done and asked the simple question, “why do you do it that way”? The employees replied, “because we always have”. This story sounds a little crazy, but many businesses, both large and small can unfortunately relate to it.

REMEMBER

**work should be fun...
and enjoyable**

work is good,
don't you think?!

Evaluate your processes every now and then

Processes are put in place for a reason - but then things change. The business need change, people change, the way that you *do* business changes. Frustration grows when employees feel like they are walking through quicksand to accomplish a task, and then end up with a less than optimal result.

the single most efficient way to increase productivity within your business is to help your people be happy @ work



Perform a Process Evaluation

Business leaders today are in reactive mode. They are just trying to stay ahead of the next curve ball that might get thrown their way. Unfortunately, this leaves little time to examine the internal processes that are in place and make certain that they are still aligned with the results that you are looking for to maximize the bottom line.

**Plan for
Success**

When companies do stop and perform a process evaluation, they often find ways to lower direct costs, labor (people) costs, overhead costs and opportunity costs associated with the current business process. But as important, the process becomes efficient and enjoyable to perform. This strategy increases the employees' satisfaction and gets the business better results.

Re-evaluate your processes, plan for success, and take control of your future.



SUMMARY

When it comes to productivity improvements, remember that core to the success of your business are the people that you have “on the bus” as Jim Collins says in his best-selling book *Good to Great*, choose them wisely and treat them well. Help your people feel good about what they do and who they work for and experience the rewards of creating a culture of productivity!

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