

The Impactful Productivity Blueprint™



**5 STEPS TO INCREASED PERSONAL
AND TEAM PRODUCTIVITY**

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Do You Need To Be More Productive?

A painful reality for today's business owners and organizational leaders is low workplace productivity.

My clients complain about it all the time.

- ⊙ "My head is in 100 different places and I can't get anything done."
- ⊙ "If my people were more efficient with their time, I wouldn't always feel so feel pressured and stressed."
- ⊙ "The quality of our work would improve dramatically if we could just share information better."
- ⊙ "There are way too many silos in this place."
- ⊙ "I just don't have enough energy and mental bandwidth anymore."

This is, in fact, the reality that so many leaders endure.

They come to the office each day in dreadful anticipation, worried that they will fall even further behind in their work.

They get these strained, "are you kidding me?" looks every time they ask something new from their people.

They're bombarded with complaints from customers about delayed outputs and reduced product quality.

Does this describe you?

You've probably suspected that this problem is not just something that you struggle with.

And you're 100% correct.

In fact, throughout the world and in every industry, engagement, motivation, and, most important, productivity continue to drop.

Today's leaders feel mounting pressure to just keep up.

They work longer hours and ask the same of their people, even when they know how much it's resented.

They neglect their health and wellbeing and try to get by through any means possible.

And they know that what they're doing is unsustainable, but they can't see a way out.

The results are predictable.

Performance and service quality diminish.

Stress levels increase.

Morale plummets.

Workers start calling in sick.

Some quit or threaten to do so.

And the downward cycle continues, with no apparent end in sight.

Sound familiar?

Such was the case for my client Abe.

Abe is a minority owner of a mid-sized supply company. He called me because he was putting in ridiculous hours to develop client relationships and grow his business, while his partners did little to help the cause.

Everyone that I spoke to at the company told me how caring and devoted Abe is. They shared that he can sometimes get frustrated by what he perceives as others' ineffectiveness. They also admitted that he was the only one who was putting in the requisite time and setting direction for others.

But Abe was running out of steam.

After twenty-plus years in the field, he still couldn't find a way to get out of the office at a decent hour and unplug from the day.

In fact, it had gotten worse for him over that time.

With senior management retiring and a new, less-committed second generation assuming the reins, Abe's frustrations had reached new levels.

And he knew that something needed to change, and quick.

His path was simply unsustainable.

Especially because market share and revenue were dropping.

Has this happened to you, too?

5 Common Mistakes Leaders Make

Perhaps the saddest part of all this is that these leaders can improve their situations – often significantly – if they take the right steps to address it.

The problem is that they consistently make the same mistakes, which only exacerbate their circumstances.

In my research and in working with clients, I have seen these five mistaken responses repeated again and again.

Do any (or even all) of these describe you?

1. They accept the outcome as inevitable

The first and perhaps largest mistake leaders make is that they come to accept their “fate”. They and their people, they think, are simply going to struggle with underproductivity. They don’t see a way around their problem.

2. They burn their candle at both ends

Leaders often feel that they must make up for underproduction by working longer and harder while asking their people to do the same. This is simply unsustainable. Added work may be a reasonable ask on occasion, but it can’t be the long-term answer.

3. They neglect to plan and set goals

Leaders are conditioned to do and achieve. In doing, they routinely fail to plan and identify the best actions for them to take to drive progress and revenue. They also allow too many distractions to get them off course because they don’t strategize enough about activities and outcomes.

4. They fail to maximize existing potential

Often, leaders don’t recognize what they have already on staff in terms of performance capacity. Truth is, the solution to a productivity problem is often right in front of us, if we’re willing to take a closer look and reexamine our preconceptions.

5. They underestimate their leadership impact

Leadership is a very powerful force that drives people forward. Too often, leaders underappreciate their impact and fail to see how their thinking and behavior can improve things. Great leadership can drive great results.

A Better Solution Exists

Fortunately, all is not lost.

It IS possible for leaders to drastically increase workplace productivity while alleviating anxiety and stress. By following a few high-impact strategies, you can exceed all reasonable expectations: your customers', your people's, and even your own.

In fact, you can go from “underperforming” to “overproducing”!

Sounds great, doesn't it?

After all, isn't that what we're all looking for?

However, before we go any further, I need to make something very clear.

For you to achieve the impact that you seek, you will need to commit to grow as a leader and get more out of your team than you ever have before.

It will take effort and learning. And it will involve successes as well as setbacks.

There are no shortcuts or easy fixes. I am not here to sell you a bag of goods.

But the rewards, in terms of increased productivity, will be well worth it.

So, are you ready to get out of your funk and forge ahead?

Great! Let's get started.

The 5 Steps to Increased Productivity

Look, we all want to be more productive.

But to get there, we need to be strategic.

The Impactful Productivity Blueprint™ was designed to help busy professionals get more of the right work done, clear their desks, and improve their bottom line, all while reducing office stress and getting home to their families and at a decent hour.

The Blueprint is divided into 5 steps. Each step consists of five action items, for a total of twenty-five.

When completed, each step will transform your personal and / or team productivity levels.

Performed in unison, they will **turbo boost** your productivity.

The steps are:



1. **Plan It** – Plan the process in advance to get really clear on task, process and outcome
2. **Share It** – Involve others in the work through meetings, communication and delegation
3. **Do It** – Get the work done by removing distractors and optimizing your time and energy
4. **Sustain It** – Develop a mindset and self-care approach that ensures continuity
5. **Lead It** – Motivate your people to do more while managing stress levels

Once you have “completed” all five steps, circle back to Step 1 and plan the next round of work.

Step 1 – Plan It

Step one is to plan our work.

The planning process is in many ways the hardest part of a task.

After all, we are so conditioned to DO that oftentimes we just want to roll up our sleeves and get things done.

The problem is that the work we do is not necessarily structured for success, nor is it the work that will produce the best or most impactful result.

Planning forces us to carefully consider our options before jumping in and doing.

The five components of this step are:

1. Identify the right tasks
2. Manage and prioritize your to-do
3. Set positive, actionable goals
4. Organize your workspace
5. Determine what's needed

How to Plan It

Leaders are faced with many tasks. If they don't choose carefully, they will often work on the wrong tasks, including ones that they enjoy, rather than the right tasks.

By "right" I mean the tasks that will produce the optimal results and address the most critical issues you face.

These are often referred to as "big rocks", as in the priorities that you first need to place in your "jar" (i.e. complete) before filling other things around it (the metaphorical pebbles, sand and water.)

To do this, consider using the Eisenhower Matrix (see right) to guide you.



The Matrix places every task in a quadrant, from “Do” (tasks that are both urgent and important, such as a time-sensitive customer request) to Plan (non-urgent but important – this is where your strategic and visionary pieces fit) to Delegate (urgent but not important items, such as responding to inbound communication) to Eliminate (or at least Limit, like time wasters.)

Remember the [Pareto Principle](#) (also called the 80/20 Rule,) which suggests that 80% of our outcomes comes from 20% of our efforts.

Choosing the right place to focus our efforts matters more than we oftentimes think.

There is a big debate about the value of keeping a to-do list. If you use one, **make it most useful by prioritizing the items on it** based on the following considerations:

1. Which items, if completed, will have the biggest positive impact on you and your work/company? These should be prioritized. (See Pareto Principle above.)
2. Keep the list short and manageable.
3. Remove the “ever present” items that never seem to get done but just pushed further down the list.
4. Schedule tasks on your calendar to ensure proper focus.

Goals that drive action are stated in the positive (what you will do as opposed to stop doing) and “S.M.A.R.T.”

S.M.A.R.T. Goals is a goal-setting system that helps people set goals that produce results. S.M.A.R.T. stands for **Specific, Measurable, Attainable/Achievable, Relevant, and Time-bound.**

The most important part of the goal is that it is “specific.” This represents the Who, What, Why, and How of the S.M.A.R.T. model. (Who will do the work; What you (or they) will do; Why that is important; How you will achieve the goal; and How the goal will make you feel.)

Whether you consider yourself organized or not, research is clear that **we get more done when we know where things are.** This is true with our physical things (papers, files, gadgets, etc.) as well as our virtual ones.

Not only can things be found more easily but there is also a psychological benefit of maintaining a neat workspace. Our external order creates internal order and allows to do more and better manage challenges in stride.

In contrast, a messy workspace sends a subliminal message that your work isn’t important or that the process you’re involved in isn’t critical.

The last component of this first productivity step is to **assess what is needed, in terms of materials, knowledge and skills, to get the job done.**

Perhaps you're lacking a sufficiently powerful computer or CRM option. Maybe you need to learn something additional.

Whatever it is, position yourself in advance to hit the ground running so that you experience the fewest interruptions and setbacks possible before getting started.

Step 2 – Share it

The next step towards increased productivity is to share information effectively and involve others to ensure that you and they are as productive as possible, and that tasks and projects move forward on schedule.

The five components of this step are:

1. Schedule regular standing meetings
2. Plan for regular communication
3. Implement and utilize collaboration software
4. Delegate
5. Monitor and review processes

How to Share It

No project of scale can occur without clear communication.

Everyone involved must know what needs to be done and how they're expected to do it. Otherwise, you'll quickly get a silo effect, under which team members work too independently and decrease productivity.

To help facilitate communication, consider **scheduling daily standing meetings** (often called morning huddles or daily check-ins.)

These meetings should be scheduled for first thing in the morning and kept short enough to comfortably complete them while standing.

Position yourselves in a circle and use the time to review the day's tasks and individual responsibilities, as well as minor challenges that teammates may be facing.

This will keep everyone in the loop and help work through small issues that can often halt progress. It will also build accountability as members don't want to let others in the group down.

Separate from the morning huddles, **plan regular 1:1 meeting time with each team member** to check in in a more personal manner. The goal should be to motivate colleagues, get an update on their individual progress, and troubleshoot problems that arise.

[The Table Group, led by Patrick Lencioni](#), advises that leaders schedule weekly time (45-90 minutes) for tactical meetings (to review activities and team metrics) as well as monthly meetings of a longer duration (2-4 hours) for more strategic conversations.

Of course, there can be too much meeting occurring in your workspace (with too little value to show for it.)

One study found that, on average, employees spend an hour a day in meetings, for a total of 31 hours per month. The same study found that almost half of employees believed meeting to be the number one timewaster at the office.

If you lead a remote team you may be thinking that, while in-person collaboration in person is great, it's simply not possible for team members to be present at the same time and place. Remote and geographically dispersed teams face lots of challenges streamlining their workflows and improving collaboration.

Some leaders continue to rely on email and other e-communication tools, such as WhatsApp, to share information. Despite the many benefits of e-communication, it can also present some meaningful downsides, including the fact that emails can be ignored, pile up, and/or be difficult to find.

Efficient and fast communication should be in the form of fluid dialogue, not asynchronous. **Collaboration software** also known as groupware, can help any team, from the smallest startup to the largest enterprise, to quickly and easily share content in documents, messages, videos, and other formats.

Each employee can communicate additional information by making changes that the system tracks. The manager collects the inputs and sends the newly revised document to his target audience.

Another benefit of collaboration software is improved scheduling. Lack of scheduling can waste up to 36 percent of employees' work time. Businesses that plan and schedule their goals and activities get more done and are more effective. Daily, weekly and monthly scheduling allows teams to organize their workflows efficiently.

With collaboration software, for instance, employees can share public or personal calendars to know all meetings and deadlines. Workers can schedule daily meetings, planning meetings, conferences, brainstorm sessions, and much more in just one click.

(There are other benefits from having quality software. According to a study by Ultimate Software, 92% of employees say having technology that helps them do their job efficiently affects their work satisfaction. In a CITO Research report, 53% of respondents stated mobile apps improve business processes and productivity.)

Of course, all of this assumes that you are prepared to **delegate** work.

Delegation is a critical element to increased productivity because it allows leaders to focus on the things that they are uniquely positioned and / or required to do. It also clears the organizational bottleneck, by not making all work dependent on the leader's input.

The final piece of the "share it" step is to **monitor and review** the above processes with your teammates.

Stay on top of things and correct / redirect when necessary. This motivates colleagues (who don't feel abandoned) and helps you catch problems early. Recognize key milestones, such as completed sub-components, along the way.

When the process is complete, review everything to identify your successes as well as your failures.

It is critical that complex processes such as communication, delegation, and, of course, execution, be reviewed openly and often to keep things humming. And, assuming there's what to celebrate, applaud them. This can be anything from a simple 'thank you' or 'well done' to arranging for awards, gifts or bonuses.

Step 3 – Do it

The next step towards increased productivity is to roll up our sleeves and get to work.

The five components of this step are:

1. Remove distractors
2. Schedule tasks and block time
3. Go all in on tasks
4. Knock out the 2-minute tasks
5. Maintain high energy levels

How to Do It

In many respects, this step can be the hardest one, largely because of the number of distractors that vie for our attention.

Here are some ways to **remove distractors**.

1. Find quiet time – Whether its early in the morning before everyone shows up at the office, during lunch, or some other time, there are bound to be times when you can work without having to respond to email, messages or knocks on the door or cubicle wall. For me, this time is early in the morning, which is also when I am freshest, most alert and most able to concentrate and be creative.
2. Close the door – When we close our door, we send a signal that we're not to be disturbed. But so often, leaders leave their doors open because they want to be available to others. Doing so may sound noble but we must be able to communicate that they also need to get things done and will be available to people at the right time
3. Power down –
 - a. Shut off your phone (or at least set it to silent.)
 - b. Stay off social media. (According to a [cross platform media study](#), more than 90% of adult Americans spend 15-18 hours per month on Facebook alone. A [report from a global](#)

[outplacement agency](#) showed that over the course of the 17-week league, fantasy football costs employers over \$14B in lost productivity.)

- c. Create an email autoresponder that informs people when you will read and respond to email (11 AM and 4 PM are generally good times) and do the same for your voicemail message. Let people know how they can reach you in the event of emergency, such as through your secretary.

For the above strategies to be effective, it's imperative that you **schedule tasks and block out time** to complete them.

Earlier we discussed to-do lists and the need to prioritize them. That said, to-do lists are not nearly as effective as scheduling tasks.

The reason for this is simple. When a task gets scheduled, it is much likelier to get done (as opposed to getting pushed further down a to-do list.)

If you're the type to review your calendar the night before (or even that morning,) you will have seen the different scheduled events and readied for it. When the "event" pops up on your calendar, it grabs your attention. And since nothing else has been scheduled on top of it, you are free to dive in and get stuff done.

I also suggest you consider blocking out time for some of your deferrable tasks (tasks that don't need to be done right now but are important and will weigh on you until they're completed, such as booking airline tickets for a family vacation.)

Knowing that you've blocked time for that will allow you to work on your prioritized items without worrying that you won't find time for the deferrable tasks. For larger, more involved tasks, block out 90 minutes. A study from Florida State University found that productivity and performance are at their peak during uninterrupted 90-minute intervals.

The next thing to keep in mind is **go all in on specific tasks and avoid multitasking like the plague.**

Multitasking has become popular with those who see it as a way to kill multiple birds simultaneously. For example, we try to return calls or listen to messages while reviewing and editing reports.

Research has clearly shown that not only do you get less done than you might think, the divergence of mental focus will often lead to poorer job performance, as well as a feeling from others that you're not sufficiently focused.

While blocking time will offer the opportunity to deep dive into specific tasks uninterrupted, there are going to be quick items that you can **knock out in around 2-minutes.**

These mini tasks are governed by the “one touch rule,” which states that if a task can be completed right away in just a few minutes, they should just be done. If it is important for you to do and you have the time to do it, then get it done straight away.

Postponing important tasks often leads to procrastination or feelings of anxiety or stress, which will only slow you down.

Of course, you can only do as much as your energy levels permit. Sure, you can trick your system for a bit with caffeine and other stimulants, but that approach is neither healthy nor sustainable.

Instead, consider these strategies to **maintain high energy levels throughout the day**.

1. Eat nutritious foods and keep a supply of light, healthy snacks
2. Drink water often and stay hydrated
3. Exercise daily, ideally before work or when your body typically starts lagging
4. Get adequate sleep
5. Drink coffee judiciously (best before 2 PM)
6. Limit alcohol consumption
7. Stay mentally, emotionally and spiritually connected through such things as yoga, gratitude exercise, and prayer, respectively

Step 4 – Sustain it

The next step towards increased productivity is to aim to ensure that our new productivity process is sustainable and doesn't quickly fizzle out.

So often, we get excited about a new process but lack the tools, commitment and/or mindset to see it to completion and long-term integration.

We need to find ways to keep going in the face of expected setbacks and maintain the requisite level of wellbeing required for succeeding over the long haul.

The five components of this step are:

1. Decline/question as many non-critical meetings and tasks as possible; learn to say no
2. Focus on excellence, not perfection
3. Break often but briefly
4. Prioritize self-care (“sharpen your saw”)
5. Use your commute wisely; read often

How to Sustain It

We all get sucked into meetings that we don't want to attend or conversations that offer little upside. To be productive and energized over time, we need to be able to **learn to say no to as many non-critical meetings as possible**.

This will obviously require tact. But you always need to keep a few key considerations in front of you.

1. Your time is your most precious asset. It must be guarded carefully.
2. If you allow yourself to be pulled into unimportant meetings, you will lose critical time needed to advance important tasks.
3. People who think that you are available all the time will start to devalue you (if they haven't already.)

This ties in neatly with a time management framework called ‘The “4 D's” of Time Management. In this framework, each “D” refers to a different reaction to a possible project, depending on its importance, urgency and other considerations.

1. **Delete it** – Something that is not important, such as some email in your inbox, should be deleted and given no time or attention.
2. **Delegate it** – This is for a task that can and should be handled by someone else. An example would be delegating the process of identifying, ordering and installing a new collaboration software. You are ultimately responsible to get this done, but you have chosen to delegate the primary research and leg work to an associate.
3. **Do it** – This is what we referred to in the previous post about knocking out 2-minute tasks. These are tasks that have not been delegated elsewhere and can be done quickly without railroading other work.
4. **Defer it** – This, too, we discussed previously. Defer it applies when the task is important but not urgent. It needs to be done but can be deferred until a later time and perhaps date. A meeting with a sales associate, for example, may be able to wait until the upcoming team meeting that's already been scheduled (with the 1:1 occurring beforehand.)

Another sustainability tip is to **focus on excellence, not perfection**.

For many perfectionists (this author included,) it is hard to “settle” on doing good work. We want to do great work. Actually, we insist on perfect work. Every time. Mainly because it satisfies our egos and leads us to think that others will more readily accept our work.

But seeking to produce perfect work (even if that were possible) slows us down and decreases output. So, instead of perfection, pursue excellence. You will still get solid results and others will be more than satisfied.

The final three components of Step 4 relate to self-care.

The first is to **break often but briefly**.

There are many reasons that we should be taking regular work breaks. They include reducing the negative health effects from too much sitting, cutting down on decision fatigue, restoring motivation, especially for long-term goals, increasing productivity and creativity and more.

The second is to **sharpen your saw**.

Like a dulled saw cutting through a thick tree log, we produce diminished results when we use a depleted self to “cut through” our daily grind and challenging projects.

To succeed over the long haul, be willing to take care of yourself.

- ④ Eat nutritious food and snacks.
- ④ Hydrate often and sufficiently.
- ④ Exercise. (The American Psychological Association reports that we are 15% more productive on days that we exercise before work. The study also found that physically active employees were less likely to develop job burnout and depression.)
- ④ Get adequate sleep. (A study from Harvard University found that American companies lose almost \$65B annually because of employee sleep deprivation.)
- ④ Meditate/pray/etc. and taking regular vacations. These will help you clear your mind and prime your body for sustained success.

On a related note, be sure to keep the temperature comfortable. A recent survey found that productivity drops significantly when the office is either too cold or too warm. Experts suggest the work temperature sweet spot is between 65- and 70-degrees Fahrenheit.

Americans spend about an hour a day commuting to and from work. **Use your commute wisely** by listening to and / or reading content that will motivate and inspire you, offer you tools for success, or some combination thereof.

I am personally a big fan of audio books and podcasts (including [mine](#)) which I listen to as I drive or on public transportation. Sure, I will listen to the radio and attend to work matters (like returning client calls and prospecting,) but I try to carve out meaningful time each day for learning.

Step 5 – Lead it

The final productivity step focuses on leadership.

After all, if we are going to get more from our people, we need to use our leadership position to motivate others, create a healthy work environment, and engage others in meaningful work.

The five components of this final step are:

1. Build workplace passion
2. Manage stress
3. Understand and leverage your leadership style
4. Set them up for success
5. Lead from the values up

How to Lead It

Productivity begins with engagement and passion. Disengaged, dispassionate workplaces are much less productive.

Consider:

- ⊕ According to [Gallup's State of the Local Workplace](#), 85% of employees are not engaged or are actively disengaged at work, resulting in \$7 trillion in lost productivity.
- ⊕ [This White Paper by Deloitte University Press](#) suggests that up to 87.7 percent of America's workforce does not contribute to their full potential because they don't have passion for their work.

The following strategies can be helpful for leaders who want to instill more passion into their workplace:

1. Start early and look often – Look for passionate people during the interview process. Identify passionate employees and find ways to promote them.
2. Break down barriers – Sometimes the biggest obstacles to passion are barriers that prevent people from “making it happen.” By encouraging people to work cross-functionally, you tap into their connecting disposition and keep them from feeling confined.

3. Craft the job around their interests – Team leaders ought to focus on identifying their keepers and then adjust job descriptions and requirements around them. Encourage your people to work on projects they are interested in instead of (or in addition to) those they are assigned to.
4. Build their capacity and efficacy – Offer training and educational opportunities to help your people grow and become more confident in their work. Nothing drives passion like a deep sense of ability and aptitude.
5. Put passion all around them – Hire great managers and team members who are engaged and passionate about helping others discover their talents. Passion breeds passion.

Building passion is also a great way to **manage and reduce workplace stress**.

Stress is a serious drain on productivity and had a direct effect on worker health and absenteeism. Stress-related illnesses cost businesses an estimated \$200 to \$300 billion a year in lost productivity, as reported in [Stress in the Workplace](#).

A [study by Health Advocate](#) found that one million workers miss work each day due to stress. This absenteeism costs employers an estimated \$600 per worker each year. [12% of employees have called in sick because of job stress](#). This is not surprising because most people respond to increased stress with added caffeine and alcohol consumption, smoking, and prescription medications.

Leaders can reduce stress by helping their people better manage it.

Understand that leaders don't create stress for others. Instead, they create conditions that, taken together with whatever is going on in people's personal lives, can increase stress levels and decrease productivity and job satisfaction.

A leader's role, then, is to help their people by educating them about the importance of self-care (see Step 4.)

They should encourage people to eat properly, take regular breaks and get enough sleep. People also need to have their minds and souls "fed," with such things as time management training, meditation, prayer, and a list of personal and team values to motivate them and help them make correct, healthy decisions.

Leaders can also help by pitching in, offering people opportunities to delegate, accepting excellent, even if imperfect, work, and giving people opportunity to vent and offer constructive feedback to improve processes and systems.

Of course, leaders cannot force their people to take better care of themselves, but the very fact that they offer options and serve as a resource for stress reduction can itself be helpful.

After all, who gets the blame for work-related stress if not the boss?

In addition to the strategies listed above, leaders should consider the following tactics to manage their own increased stress levels.

- ⦿ Record and review your leadership goals – Clarity of purpose and action is a solid defense against leadership stress.
- ⦿ Be selective in your work – This was discussed in Step 1. Don't engage in tasks and efforts that unproductive or produce limited benefits.
- ⦿ Learn to delegate – Clear your plate of all the “other” things so you can do the “right” work. We detailed this in Step 2.
- ⦿ Seek to control only the controllable – Focus on the things you can control such as your efforts and the way you choose to react to problems.
- ⦿ Remain positive – Stress is part of leadership so don't let it poison your work mindset or, more importantly, your self-perception.
- ⦿ Get social support – Leaders often lack social support at work. To combat this, consider joining a peer board, a mastermind group, or a leadership development group that will provide trustworthy, confidential, and ongoing social support.
- ⦿ Re-group on a task – When a task is stressful, look for ways to better organize and streamline what needs to be done. Take time to clearly define roles and clarify expectations.
- ⦿ Increase your determination – A lot of the stress that we feel starts in our head. Commit to working through challenges rather than allowing them to gain the upper hand.
- ⦿ Consider your impact – As much as you are struggling with your burden, keep in mind that you are still needed by others. Your leadership, guidance, direction and support are critical elements in your organization and folks need you to be there for them.

Another way that we can lead ourselves and others to increased productivity is to **understand how to leverage your leadership style**.

Leaders who understand their type preferences can more easily identify their strengths and potential weaknesses, develop self-awareness and emotional intelligence, and understand the impact of their behaviors on others. They also better understand what about their style motivates others and what might demotivate them.

For example, some people (who we'll call “blues,”) are more emotional and value relationships much more than their personality “opposites” (“greens,”) who most value logic and their ability to maintain control over their emotions.

Consider what happens when a “blue” leader is replaced by a “green.” The former was empathetic and often willing to give people multiple chances. The latter is more logical and analytical, typically seeking to remedy problems and optimize performance while giving little attention to human feelings.

In most cases, the new leader will be viewed as distanced and disinterested, valuing processes over people, unless they consciously make an effort to motivate their “blues” with connection and empathy.

The fourth component of this productivity-through-leadership leadership step is to **set your people up for success**, by putting them in position to get more done. Here are some examples:

- ⦿ Allow people to work remotely – 86% of employees say they’re most productive when they work alone from home, as cited by [Fundera](#). 77% of employees report greater productivity while working off site, according to the [Remote Collaborative Worker Survey](#) by CoSo Cloud. 64% of global business leaders said flexible working had a positive impact on productivity, [Condeco reports](#). Telecommuters are 14% more productive than their office-bound colleagues according to a [study released by Stanford University](#). Research found that working from home increases job performance and productivity while also decreasing the number of sick days taken.
- ⦿ Plan your workspaces for maximal productivity – An [Exeter University study](#) states that open office layouts create a 32% drop in overall well-being and a 15% reduction in productivity.

Lastly, be sure to **lead from values**. Values are the core components of a person’s deepest beliefs, the concepts that they hold most dear and that drive decision making, or at least should.

When a leader takes the time to identify her deepest values, she is likelier to make satisfying choices and remain consistent in her actions and choices. Moreover, if she is effective in articulating her values then others will understand her reasoning and, more often than not, be more inclined to support her process.

Of course, the ideal way to lead is to do so from the rear forward, rather than to drag others along from the front.

The more that the “followers” feel and a sense of ownership of and connection with the underlying values and related decision making, the more inclined they will be to support the effort and contribute towards its success.

Taking Action

To summarize, many leaders struggle with low productivity.

They face rising demands and must find ways to get more done.

This leads to strained relationships, heightened stress, and even burnout.

To stay ahead of the productivity curve and get home at a decent hour while still managing stress levels and creating the engaging and nurturing environment that their people want and deserve, leaders need to implement all 5 productivity steps consistently.

As challenging as it may be, you can do it.

But you will likely need to master many more skills than you presently have and do so while still trying to get off the productivity hamster wheel.

And who knows how much time you will have to figure things out?

This presents you with a choice.

Option A:

Spend months developing your leadership skills and getting your team to perform, with a real risk of running out of momentum and commitment before achieving any meaningful results.

Or,

Option B:

Enlist help from someone like me who has done it before and has helped many clients succeed.

By working with me you will get:

- ⊗ Greater clarity and sense of direction
- ⊗ Increased worker focus and engagement
- ⊗ More cohesive teams that work better together
- ⊗ Reduced tension and stress
- ⊗ Improved leadership skills (trust-building, communication, delegation and more)
- ⊗ And an improved bottom line

All without the burden of taking away from your already limited time.

Trust me on this. The value and ROI are incredible!

I really want to help you, so **I am opening my calendar now for the next two months** to give as many people as possible the opportunity to break free from understaffing and overdeliver.

Here's what we will do on our call:

1. You will tell me about your situation.
2. Assuming the we're a "fit" (after all, I don't want to waste your time or mine,) I will perform a quick situational diagnosis and deliver a "quick win" that you can use immediately.
3. We will then dig deeper to clarify your needs and determine the best approach for your long-term success.

All in 30 minutes or less!

If you would like to get started on overdelivering, [schedule a time with me today at http://bit.ly/overperformance-call](http://bit.ly/overperformance-call) for a free "Over-Performance" strategy session.



Naphtali Hoff