

# MINDSET MONTHLY

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## Potential Productivity Busters

By Chris Manatad

*"It is not enough to be busy... The question is: what are we busy about?"*

~ Henry David Thoreau

As leaders are always mindful of the company's goals and success, we cannot stress enough how important it is to keep productivity as top most in our team's mind. Truth is, in our passionate pursuit to be ahead, we may sometimes not be aware how we could be hindering our team from achieving success.

Here are 3 key factors that may be pulling team productivity down rather than up:

### 1. Impromptu meetings

Whilst it is important to be kept updated on the team's progress, it is equally important to give team members space and time to focus on the tasks they have to complete. Impromptu meetings are counter-productive when they are not kept at a minimum. They take away the time and

focus that can otherwise be used more effectively on the tasks at hand.

Schedule a time when the team can give updates and discuss. This will allow each team member to prepare and schedule tasks more effectively.

### 2. Team direction

Direction and instructions are crucial to the accomplishment of tasks. Understanding where the team is headed incites better appreciation and execution of what the team members are required to do. However, if the direction keeps shifting or instructions are not clear, the team members will not be able to deliver what is expected, and may result in abortive work.

Ensure that direction and instructions are clear and aligned with company goals, vision and mission. Communicate clearly to team

members, validate their understanding and get buy-in to work as a productive team.

### 3. Delegation

Assigning tasks to team members who are not equipped or ready for such tasks will not bring the team forward. They will take more time to complete the tasks, hindering the team's progress. Those who are overloaded with delegated tasks may also not be able to give their best.

Delegate strategically, yet realistically.

Productivity is key to a company's success and it is each leader's responsibility to ensure it is kept at its optimum. It is crucial then that leaders are diligent in ensuring productivity yet more mindful of what they do that may keep the team from achieving it.

**BOOTSTRAP**  
The Growth Catalyst

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