

The Employees Mini Guide To Improved Productivity

A productive employee is an asset to every establishment. Business owners, managers and executives are constantly seeking ways to get the most out of their employees. Every organizations success is determined by the input and performance of its workforce, and an employee who is not performing efficiently risks jeopardizing his job security.

Low performing employees do not top the list when decisions pertaining to promotion or salary increments are being made.

If you find yourself not accomplishing enough or you want to become more productive at your workplace, keep reading this article to find out the secrets of highly productive and effective employees.

They Are High Performers

Productive employees are high performers. They are able to carry out their roles with minimal supervision and are willing to take up additional responsibility when the need arises. They take ownership and also accountability when it comes to their work and that of others. They do not shy away from assuming leadership roles and responsibilities, stepping up to the plate when the opportunity arises.

They Engage In Professional And Self Development

Productive employees are always on the look out to develop themselves by taking active steps to improve their knowledge and skills set. This could range from taking a free course online, signing up for a career development program and joining a professional institution. Their quest for self development often pays off and paves way for them to climb up the organizational ladder.

They Are Open Minded And Optimistic

Productive employees keep a positive attitude and an open mind. They bear a receptive approach to life and are usually successful in dealing with clients. Having an open mind shows the individual is willing to learn new ideas and will make a good problem solver; these are traits that managers like. Employees with a positive attitude are full of energy and bring this energy into meetings and brainstorming sessions.

They Have Good Interpersonal Relations

Productive employees maintain a positive attitude with their co-workers. They know how to maintain healthy working relationships and are also good team players. They push others to be

the best version of themselves, helping out team mates or colleagues who might be lacking in certain skill sets.

They Are Receptive To Feedback

Productive employees welcome feedback. They are receptive to feedback relating to their work and are constantly looking for ways to improve their skills and efficiency. They take criticism in a positive way, seeing it as an opportunity for self improvement.

They Are Knowledgeable About All Aspects Of The Business

Senior executives don't just know about happenings in their own space; they are knowledgeable about what is going in the business as a whole. They have a big picture about everything, be it sales, marketing, financials or new investments. To be a productive employee, you also need to imbibe this habit. Set up a Google alert with your company's name and the industry your company operates in. This keeps you up to date with happenings, be it locally or globally.

They Have Mastery Over Their Emotions

Productive employees are in control of their emotions. They have a high Emotional Quotient (EQ) and are able to manage stress effectively. They can sense when they are about to have a "meltdown", and are able to take the necessary precautions to calm themselves down before their reactions build up to an uncontrollable state. According to the [Emotional Intelligence consortium](#), having a high EQ greatly impacts the organization's bottom line.

They Are Good Multi-Taskers That Know How To Prioritize

Highly productive employees are good planners and organizers. They know how to plan their daily work schedule, assigning priority to more important tasks. They are also able to set realistic timelines for when they expect tasks to be completed. Through proper planning of their schedule they are able to effectively multitask, combining urgent and important tasks with tasks that are also important but not as urgent.

By imbibing these habits of highly productive employees you are on the pathway to becoming a valuable resource, contributing not just to your personal growth but also to the growth and success of your organization.

THE END