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a MESSAGE from SYLVIA

Productivity Killers at Work

Many years ago I had an employee with obvious ADHD. While she clearly possessed a number of highly desired talents and skills, she couldn't focus very long on just one thing. Believe me, this presented problems. Often her own tasks didn't get finished on time, and occasionally these missed deadlines impacted other people's projects, including mine. As a result, work flow was interrupted. I, as a supervisor, wasn't happy.



Eventually, this woman hired a coach who specializes in serving clients with

ADHD. Within a few short months I noticed a significant difference in her ability to concentrate. Life in the office improved. But the whole situation got me thinking about interrupters of productivity on a much broader scale. And-- I've never stopped thinking about it. ADHD is just one kind of contributor to reduced productivity. There are many. My feature article below summarizes what I now know about this topic after a great deal of observation in many different venues. I want to share it with you.

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FEATURE ARTICLE

12 Impediments to Productivity (some may surprise you)

Just how productive are you at work? How about your team as a group? What needs to happen to boost both individual and collective productivity? The following list identifies twelve impediments to efficiency and effectiveness in the workplace.

Perfectionism: The desire to produce the perfect document, deliver the perfect message, and make the perfect sale prevents you from doing what needs to be done—and getting more done.

Multi-tasking: Formal studies by neurologists and neurosurgeons show that attempting to do several things at once confuses your brain circuitry, causing you to be less productive overall.

Meetings: Sitting in several meetings each week that last for two hours when the necessary business could be conducted in one cuts into your precious time for moving your priorities forward.

Emails, phones, texts: Frequently checking messages on electronic devices, addictive behavior according to some sources, interrupts your train of thought and general work flow.

Disorganization: When you can't locate your meeting notes, certain files, your supplies, or your project binder, you are wasting time—especially if you find yourself in this position on a regular basis.

Social media: Reading Facebook posts and typing a description of last night's four star dinner while in the middle of doing complex research slows down the process. Did you know that it takes at least ten minutes to get back in the groove after every distraction?

Internet surfing: Spending thirty minutes googling hotel options for your

next vacation or searching for the best price on airline tickets doesn't get the work done. Serendipitous, deliberate delays to which you may feel entitled don't appear on your job description.

Office chats, cigarette breaks: According to one source, most employees spend at least one hour every day standing by the water cooler, propping up somebody's door frame, or pacing outdoors talking about relationship problems, social and current events, and common annoyances that have nothing to do with work.

Noisy coworkers: Sitting in a cubicle trying to write a project report for your boss is nearly impossible when the people around you are engaged in boisterous conversation.

Procrastination: Putting off those phone calls to sales prospects or finding more reasons to once again reschedule employee annual reviews sticks pins in the productivity balloon.

Shallow breathing: Productivity and high energy go hand in hand. Shallow breathing, all too common for most of us, depletes physical energy. See what happens when you take in four deep breaths through your nose and let the air out slowly through your mouth.

Superhuman days: If you're bragging about marathon work weeks consisting of twelve to sixteen hour days, stop to reconsider the downsides to this behavior. Face it: you're exhausted, and you're not as productive as you think.

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What Clients Say

Last summer I felt like I was drowning. I own a busy lawn service company, and my days are long. My sister, who cares for our elderly invalid father in his home, kept calling me with the latest news about Dad's falls, refusal to eat meals, and general health decline. I couldn't deal with these kinds of intense conversations while I was working. At one point I realized that I wasn't as productive as I had been—all because I was spending too much time on the phone. I didn't want to be viewed as callous, yet I needed to focus on my job.

I found out about Sylvia through a casual conversation with a

friend. Within just a few coaching sessions she showed me how to deal with this touchy situation. In the end I learned how to honor both my job and my sister. What a relief!

- Bruce M., Wilkes-Barre, PA

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Offers and Opportunities

Want to Win \$25? Enter This Contest

Sylvia is collecting strategies for boosting productivity at work. If you have found a super effective way to be more productive in your professional life and care to share it, simply send an email that includes your full name, place of business, and U.S. mailing address to: sylvia@launchinglives.biz. The strategy believed to be the BEST of the bunch will be posted in the June ezine, giving credit to the person who sent it. If this individual turns out to be YOU, Sylvia will mail you a check for \$25 by May 17th. Who couldn't use an extra few bucks these days?

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RESOURCES

Time Saving Tips Handout for You and Your Staff

To gain access to a time saving tips handout that Sylvia often uses with her private clients, simply [click here](#).

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TIP

To get a clear grip on precisely how you spend your time each day, do a **time inventory** for one week. You can create your own chart either on paper or electronically, setting up fifteen minute intervals down the left hand side of the page and listing each day of the week across the top of the page. Establish columns. Pay close attention to what you are doing from 2:00 to 2:15 PM on

Monday, for example. Then, using abbreviated language, record the activity. Do this from the moment you get out of bed in the morning until you go to sleep at night. Capturing a snapshot of a seven day period will remove the mystery of where your time goes. Once you review it, you can determine what changes need to be made according to your personal core values, your work priorities, and your company's expectations. This can be an eye opening exercise!

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Where in the World is SYLVIA?

This month Sylvia is doing a one hour teleseminar entitled "Take a Risk: The WORK and Your CAREER Depend on It" for sixteen emerging leaders within the Pennsylvania Department of Health. This group, known as ABLE, is formally assembled for a year and currently consists of supervisors/managers at a frontline or mid-manager level, non-supervisory contributors that interact regularly with top level leaders within the Department, and individual contributors who are acquiring leadership experience mostly through program and project leadership opportunities. Over the past few years Sylvia has served ABLE in other capacities as well.

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Join Sylvia on these social networks!

About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

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businesses.” ©2010, 2011, 2012, 2013, 2014

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About SYLVIA

Sylvia Hepler, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Golden, Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

For more information and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

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Launching Lives SERVICES

Launching Lives, LLC is a full service career development company for managers and executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching.

Quite simply, ask yourself these questions: “What can’t I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching may be the SOLUTION to any of these issues.

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