



## Increase Your Business Productivity Instantly!

*Simple solutions for your life and your business with Eden Lovejoy*

[www.yourbusinesslifestyle.com](http://www.yourbusinesslifestyle.com)

Are you constantly scrambling in your business? Rushing from one thing to the next?  
Are you frustrated that your employees don't seem to be getting things done?

These frustrations are two sides of the same coin. If you're having this experience, don't worry a minute more! My simple strategy for productivity improvement has helped countless entrepreneurs, business owners and managers quickly improve throughput and relieve frustration!

First, look at how you're interacting with the person or persons you're most frustrated with. Ask yourself: How often am I interrupting my team? Quite often, we're working on something and realize we want an answer or a piece of information so we call the person who has the answer to the question. I mean, hey, I'm the boss right? And this is on my mind right now. . . The problem is we're not really giving any thought to what *they* might be working on or what project they might be in. We have now become a detraction and distraction for the team because we're not allowing them to get momentum and move forward. Everybody will stop and do what the entrepreneurial owner/leader asks in that moment, regardless of what their other priorities are, and in the end that makes for more frustration and drama.

The simple recommendation is: stop interrupting each other all the time! The simplest way to do this, is to create a file folder with your key employees names on it. When you have the thought, "Oh, I should ask Joe about this." You have to ask yourself the question. "Do I *have* to ask him right now?" "Do I *need* the answer to that right now?" Of course, if the answer is "Yes, it's critical to my top priority project" then contact Joe. But if it's not, if it's just something you want to discuss with him, open that folder and write a note; or take the piece of paper that you want to address and put it in that file folder. Immediately, it's out of sight, out of mind. Joe is still working productively and you know that you're going to address this topic when you meet with Joe.

Of course, this also means that you're going to have a regularly scheduled engagement with your key employees so you can bring these things forward. With a scheduled appointment (and that can be every morning for five minutes, every week for 30 minutes, or once a month for an hour, whatever works for your company) your team members will have the time as a priority on their calendar and everyone can show up at their highest level of performance.

Another strength of this system is it creates an instant follow up or feedback loop. When we have that scheduled conversation and there are action items for your employee to follow up on, you'll still have that file. When you come back together a day or a week, or two weeks later depending on the seniority of the staff or supervisor you can reference them.

You'll likely build your own system, and your first draft might not be the exact system that you want to use, but the most important thing is to have an established system. While a file folder is a simple, low-tech methodology that's very effective, you might keep your topic or action items lists in your tablet, in your PC or on your phone. I still would recommend a file folder for those stray pieces of paper. Remember, out of sight, out of mind!

The point is that you get to create the intention of how you communicate with people you supervise, so that you're not constantly pulling them out of the task in front of them and you're not training them to do the same thing with each other.

You've probably heard it. It's that "Got a minute?" interruption that can consume your entire day. We all need to find strategies to manage our time and respect each other's time and productivity by scheduling our engagements. Remember, any time you can group your inquiries and deliver them at once in a focused conversation, you'll be providing a space for your team to be their most productive, and relieving your own frustration!