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Qualities of leadership pdf

Last updated November 27, 2020 When you work will have a huge impact on how you work – your ability to focus (and stay focused) and your overall ability to be productive. This means that the design of your office, whether you're working from home or in a larger business environment, is paramount. It's not just Feng Shui, it's about producing results and doing things. According to workplace and productivity studies, the most important factor in determining a worker's ability to concentrate is their physical environment. In fact, it is said that a well-designed office can increase its productivity by about 20%. Despite surveys and statistics, nearly half of the employers surveyed do not consider workplace design to be a good business investment. What is a productivity hack to do? What if you work in an environment that doesn't promote focus? Check these 15 factors and make changes within the time you want. A small adjustment can have a lot of impact. LightingLighting is one of the most important factors in staying focused and feeling inspired to create, but it is one of the most overlooked and least invested. Poor lighting can cause fatigue, eye tension, headache and general irritability. Dark spaces can actually cause depression. If you work in a company office: You probably don't have control over your overall lighting so bring your own when needed. Consider using natural lamps or a phototherapy device. If you work in a home office: Open windows and doors and let the natural light in. Using lamps in different areas for cloudy days or when it's dark. Chair and TableIf you've ever been at an honest table to do the job, but found yourself adjusting, stretching and moving too often to actually stay focused, then you're aware of the importance of properly installed a table and chair. In today's working environment, where so many of us sit most of our day, it is important that your throne suits your body obviously. Think of them as quick ergonomic controls: Eyes 24-36 inches from a computer screen. The upper part of the monitor should be below the eye or at eye level. The feet should be on the footrest or resting on the floor. A slightly depleted chair posture is best to reduce pressure on the spine and reduce lower back pain. If you work in a company office: Ask for an adjustable chair. Add pillows to your lower back or bum if you need it. Many companies also offer ascending computers to adjust the height of the computer screen (and a separate keyboard to keep your hands and wrists in the ideal position)If you work in a home office: Invest in a decent chair or at least use some pads to make the chair more comfortable. If the table is too high, add the pillows to your chair. If it's too low, consider buying leg-lifters from your local hardware store and using books under your computer to lift the screen. Use a separate keyboard. With confusion, your mother was right, it's important to clean your room. Unnecessary e-mail feature can help mind creation, but it may not be useful for focus and productivity. If you work in a corporate office: although you can't generally control cleaning from the office, keep your environment clean around you. Spend 10 minutes each morning or evening ensuring that things are put away, presented, arranged and generally out of sight so you are not distracted by it afterwards. If you work at home in the office: Because you work from home, the whole house or apartment has the potential to upset. If you can afford it, hire a professional cleaning service to keep your home clean. If not, plan a specific day and time to clean your home. Commit to making daily pickup at a certain time. And spend at least 10 minutes each day making sure your office is organized and tidy. Room ColorColors around us all affect our moods and brain function. It creates both a physical and an emotional reaction. So choosing the right colors for your workspace has the ability to affect your productivity. For example, it has been said that illegal productivity is blue. Mind you, too much of anything can be overwhelming, even color. If you work in a corporate office: Bring home items that have a certain color that will inspire you and keep you focused. Use postcards, magazine cutouts, even just color blocks do. If you work in an office at home: If you work from home, you have much more control over the colors around you. Consider coloring the wall, adding color to the table you're working on, or hanging up pictures dominated by a specific color. Room temperature Most offices keep their temperature around 65-68 Fahrenheit, but it turns out that it may not be good for productivity. Warmer rooms actually make people more productive. If you work in a company office: Most offices are regulated by someone else, so bring space heaters, sweaters and blankets to your workspace. If you work in your home office: Depending on the season, open the windows or adjust the heat or a/c so that you are more comfortable and warm. Pile sweaters in winter or add a heater to your feet. Room SmellsAs the color of the room you work in, our sense of smell can powerfully affect our mood, mindset and thus our productivity. Consider adding the smells to your workspace jar in your mind's focus when you start to notice yourself drifting out. Try to use these smells to stay focused: Pine - Increases the alertness of Cinnamon - Improves focus on Lavender - Helps relax you during a stressful workday Peppermint - Lifts your mood citrus (any) - Wakes you up and raises your spirits When you work in a company office: Most people don't appreciate the added smells in your work environment so you need to keep it exquisite. Keep the essential oils in the bag or drawer and if you need a boost put a few drops in a handkerchief or cotton ball. If you work in your home office: Use candles, incense or essential oils. You can boil herbs and spices in the kitchen to fill your home Smell. Noise levelsThe noise level in the working environment can vary greatly depending on the size of the station, the design of the office and the culture of the company. But make no mistake, the noise around you affects your ability to stay on the task. Not only can it be disrupted, it can also raise stress levels by making your ability to maintain productivity much harder. If you're working in a company office: Bring noise-cancelling headphones and use music services like Spotify or Songza, and choose a concentration-enhancing sound, like white noise. Find out if your office offers quiet workspaces at times when you need the ultimate focus. If you work at home in an office: Sometimes total quiet can be as disruptive as an office. Use a service like coffee to mimic the noise of the coffee shop, which is said to help with concentration. Air QualityAir quality can significantly affect our ability to focus and think clearly. Get it: OSHA estimates that the total annual cost of poor air quality in office environments costs employers \$15 billion because of employee inefficiencies and sick leave. yes, it's serious. If you work in a company's office: Tell them about installing air filters. If there is a possibility to bring fresh air through windows or doors, arrange to have them opened for at least part of the day. If nothing else, get a personal air filter on the table or nearby. Also, to get a plant (or better yet, is a company to buy and use more plants in the office!). Plants are excellent at filtering air and providing clean, purified oxygen. If you work at home in the office: Open windows and doors and let fresh air. Install an air filter or get a portable air filter to keep your desk close. And, yes, you should take the plant, too. Different spacesIf you can manage it, give yourself more than one room to work in. Putting yourself in a new space with different characteristics and things to look at completely literally shifts your brain and helps you stay focused. If you work in a corporate office: Many offices offer different environments to work in: your own personal space, lobbying, recreation rooms, conference rooms, kitchens and dining areas and, if you're lucky, they also offer recreation areas. Use all these rooms to change your routine. Make sure your tutorial knows that they don't think you're flabby off and know that you're actually getting more done! If you work in a home office: if you work at a desk, add a comfortable sofa or chair to your room. If your space is less flexible or ultra small, think about more creative ways to change your workspace. Rotate pictures of your walls every few days. Sit on the other side of your table. Take the lamp and several colored onions. Or go to work in a cafeteria, library or park. Organization of PeopleMost employers organize employees around the work function or in certain neighborhoods. Instead, studies show that people are more creative and productive when they sit down with colleagues who share purpose or customer. Not only can you get answers and solutions faster, you will be able to get answers and create solutions more quickly, but also because you are directly responsible for the people around you, more likely to stay on the task and become more productive. If you work in a company office: Ask your employer if you can experiment by grouping your group conference room for a day or a week. Send feedback from all parties involved. View results if your business doesn't make permanent adjustments, they might allow you to work together a few times a week if the conference room or recreation area is free. If you work in a home office: It's a little harder because when you work from home, you're not with colleagues. However, you can digitally recreate a similar space. Create a Skype group and everyone is signed in during business hours. You can make morning responsibilities and check-ins by remaining available for questions, finding a solution and general banter that promotes creativity. Idea StorageEver has worked hard when you're suddenly distracted by a great idea? At first you try to push it away, but then the next thing you know, you're 20 pages deep into the online search topic. Ideas should be encouraged and nurtured, but when they come right in the middle of another task can be incredibly disturbing. Instead, create a place to save your ideas that have an easy workspace access. Both company and home office: Keep the pads around the paper, have a chalk wall, get a white plaque - if you have a spark of inspiration to write it right now to get it out of your head then back to the task at hand. Then, at the end of the day or if you have free time, collect all the ideas and view them. With a little time and space you can better decide whether it's worth continuing or better left it to the back-writer. Updating Our brain needs food to move forward, especially if we drive hard and stay focused. You can let the rumbles continue for as long as before the brain shuts down. Assuming your variety is like wanting your car to keep driving without stopping and filling it with gas. A novel idea, but not realistic. If you work in a corporate office: Pre-make snacks during the day and/or week. Or bring prepackaged snacks. Keep in mind that junk food has properties with declining returns so if you buy your own food packaged think nuts, fruits, unsweetened yogurts and hummus and crackers. Most likely, your company offers coffee, tea and water so you don't have to worry about supplying that yourself. If you work in a home office: If you work from home, this may be the main distraction. Try to reduce the number of times you walk into the kitchen every day. To do this, keep quick and easy snacks pre-prepared or packaged ready and close to your desk. Keep the water bottle nearby. And consider bringing a kettle to your office and stockings for tea and coffee so you won't be tempted to wander around the house and lose time poking out In Nature We are biological beings, above all. So we are deeply affected by our access (or lack) of natural world. This is important for our psychological and physiological functioning, which directly affects our ability to be productive. If you work in a company office: If you don't have windows in or near your workspace, bring pictures to the outside world. Keep the image of something natural like a screen saver and/or desktop wallpaper. Walk outside for lunch or larger tasks. Just a few minutes of outdoor fresh air and sunshine can increase our mood and shake the doldrums. Be sure to add a plant to your table too! If you work in your home office: Keep the shadows open and, if possible, let yourself breathe fresh air. If you don't see anything natural from the window, keep pictures of the natural world as a screen saver and/or desktop wallpaper. Walk away. Or step outside and put your feet down. Put plants in your office - studies show that having live plants in your office makes you more productive, happier and less stressed. Digital space For most people, our primary job in our laptops and in our physical environment is simply the backdrop to our digital lives. Make sure your computer has software to help you sculpt in the digital environment that best generates productivity. Use focus apps like this or this to reduce distraction. Or design your day using an interval app like this one to keep you in your peak focus all day. Featured photo credit: Phil Desforges via unsplash.com unsplash.com