



Productivity pitfalls and how to avoid them.

Tips for increasing organisational effectiveness.

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What influences productivity?

Improving ROI, doing more with less, finding ways to be more efficient – organisations are continuously looking at how they can enable their people to be more productive.

Productivity is a key contributor to organisational growth. Positive impacts include greater profitability, lower operational costs, enhanced employee wellbeing and improved morale.

Research shows the environment in which employees work has an enormous impact on their ability to concentrate and stay focused on the task at hand¹. That means how organisations set up their workspaces, whether it's in a traditional office environment or employees working from home, is vitally important when it comes to generating results and being effective.

But that doesn't have to mean a complete office redesign or refit. Simple solutions like adequate airflow, good lighting and a clutter free desk – whether working in the office or from home – can make all the difference.

¹ WPI 'What signals exist within our workplace data',
<https://www.gensler.com/research-insight/gensler-research-institute/wpi-analytics>

Common productivity pitfalls.



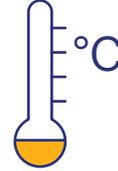
Noise levels

Excessive noise levels can be stressful, distracting and impact an employee's ability to stay on task. The typical office worker is interrupted once every 11 minutes². While quiet workspaces are one way to deal with this, noise cancelling headphones can be a good option for those working in open plan environments.



Disorganised workspaces

The average employee wastes up to 4.3 hours a week looking for papers, which adds frustration to the workday while reducing concentration³. Clutter can have a direct effect on productivity as physical surroundings significantly influence cognition, emotions and behaviour. Keep desks organised by providing employees with adequate storage and filing space to retain important documents and avoid distraction. Conduct desk clean-ups on a regular basis.



Getting hot under the collar

Rising temperatures have been shown to impact productivity. Researchers from the University of Chicago have found that the value of output in manual workers declines by about three per cent for every degree above the average temperature. The study shows that productivity drops by as much as four per cent per degree when temperatures rise above 27 degrees Celsius⁴. Keep workers comfortable during the summer months by providing adequate cooling for increased concentration and productivity.



Negative emotions

Experiencing negative emotions, such as stress, anxiety and uncertainty can have a direct effect on productivity. Keep an open channel of communication and ensure employees have access to wellness programs to keep the balance in check.



Lack of recognition in the workplace

A lack of recognition in the workplace can lead to disengagement and a dramatic drop in productivity. Find ways to recognise and reward effort on a regular basis.



Too much remote working

Loneliness from lack of interaction or feelings of isolation can have an adverse effect on productivity and weaken morale. If remote working over long periods is necessary, make sure employees stay connected.

² Boudinet, J., 2020, 'Working From Home vs. Working in an Office: Pros & Cons', <https://www.nextiva.com/blog/working-from-home-vs-office.html>

³ Nair, P., 2017, 'Clutter and employee productivity: Disorganised employees can cost managers up to 10 per cent of their salary',

<https://www.growthbusiness.co.uk/how-does-clutter-affect-employee-productivity-2551839/>

⁴ Singh, N. 'Temperature Impacts Workplace Productivity Too', <https://www.entrepreneur.com/article/319479>



Tools to do the job.

THE BASICS

Improving the productivity of your people can come down to some simple things like making sure they have access to the right office products to get the job done.

Notebooks

Notebooks are arguably one of the most essential productivity-enabling tools for office workers. One of the beneficial effects of notetaking is the increased ability to process information on a deeper level, also known as the “encoding effect”.

Pens

Your head is for having ideas, not holding them. Pens enable employees to organise projects, write down ideas, keep track of progress and tick off tasks when they’re complete. Handwriting notes encourages stronger conceptual understanding compared to typing.

Sticky notes

Sticky notes are great for organising or rearranging ideas in a more visual form – to come up with winning solutions fast!

To-do books

To-do books can help break down projects and tasks into more manageable steps. They enable productivity on a daily basis by providing an actionable list of items that employees can tackle in a more approachable manner.



Tools to do the job.

THE BOOST

Want to further increase productivity levels and allow employees to optimise planning and organisation? Read on for more recommendations on how office products can deliver a boost.

Whiteboards

Whiteboards are the perfect tool for brainstorming and ideation and provide plenty of real estate.

Wall calendars

View timelines, track project deadlines and map out tasks in daily, weekly or monthly configurations. Wall calendars encourage greater preparation through planning and provide employees with full visibility.

Diaries

Diaries provide a more portable solution for planning and tracking tasks. With plenty of space for brainstorming, notetaking and goal setting in daily, weekly or monthly configurations, diaries are a valuable tool to help people stay on top of their work.

Highlighters

Highlighters are a great tool for colour coding to enable greater organisation. Highlighting text in different colours can also help the brain sort and compartmentalise information for better processing and information sorting.



Ready to boost productivity in your workplace? Ask us about an office products audit.

Speak to your Winc Account Manager about your workplace needs. We're happy to conduct an audit of your office product purchases to identify what your employees may be missing out on and how this could be impacting workplace productivity. In the process we can help identify ways to save you time and money by centralising your spend and minimising leakage. Get in touch today to discover how Winc can help deliver the best office product solutions for your workplace.

About Winc

Winc is a workplace support company. We free up companies to do what they do best by taking care of everything a workplace needs to work – all in one place and delivered. We're here for all organisations, whether they're an SME or large enterprise, in education or health, private sector or government. Our team of industry specialists is dedicated to delivering tailored solutions for our customers. This means everything from helping children around the country reach their full potential by having the right tools to support their learning, to enabling Australian workers to perform their best wherever they are. From office, school, facilities and safety essentials, services like print and marketing, to demonstrating what's possible with our technology and workplace solutions, Winc has the widest product range available. When paired with EasyProcure, our unique procurement management engine, our customers can save on reporting time and optimise their procurement spend through flexible order settings and approval workflow.

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