



14 No Cost Ways to Increase Productivity

An Online Continuing Education Course for Engineers

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14 No Cost Ways to Increase Productivity

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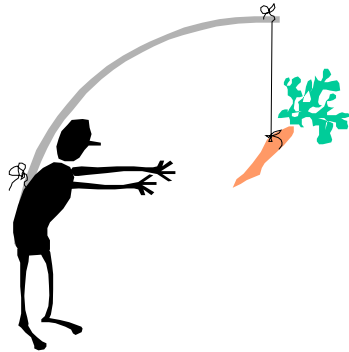
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#1 INCREASE THEIR MOTIVATION TO PERFORM

What is "Motivation"?



"To provide with an incentive; move to action; impel."

--The American Heritage Dictionary, 3rd Edition

Ask yourself these questions:

- What incentive do I have to work for my employer?

(If you are not sure why you work for your employer instead of doing the same job for someone else, you may not be the best example of a leader for your employer and employees. The best leaders know why they work for their leaders and their example shows it.)

- What incentive does each of your employees have to work for your employer?

(The better you understand the world from your employees perspective, the better you will be able to lead them.)

- What incentive does each of your employees have to work for you?

(You must know your strengths and weaknesses first before you try to lead others. This way, you can work on improving your strengths and minimizing your weaknesses.)

Why should you be asking those questions to your employees?

Many surveys have shown that most employees do not stay with (or leave) their employers, they stay with (or leave) their supervisors. What do you think?

(Hint: Have you ever heard someone say, "You couldn't pay me enough to work for him/her?" Or, "I'd never leave him/her unless I couldn't afford to stay!")

Complete these sentences based on your current work situation.

"LIFE WOULD BE GREAT IF MY EMPLOYEES WOULD ONLY....."

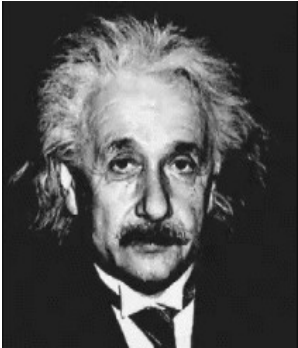
(Sample) ... <i>Just do the work we pay them to do!</i>

“WHEN THE BEST BOSS I EVER HAD DID THIS (specify what it was they did), IT HAD THIS IMPACT ON ME AND MY WORK (specify the impact)”

When the best boss I ever had did this...	It had this impact on me and my work performance....
<i>Defined her expectations of my work in terms of quality, quantity, and time</i>	<i>It increased my confidence that I knew what she wanted. That allowed me to improve my productivity because I did not have to guess at what she expected.</i>

What relationship do you see between how you want your employees to act and the impact on you and your work by the best boss you ever had? *(This should help you realize that the way the best boss you ever had treated you had a great impact on your motivation and work product.)*

Why do we ask this question at this point in the course? *(To help you realize that your behavior as a leader has a major influence on your employees’ actions)*



Albert Einstein said once, *“Insanity is doing things the way you always have and expecting different results.”*

What can YOU start doing differently RIGHT NOW that can help you get what you want from your employees’ behavior?

How does his statement apply to your relationship with your employees? *(You cannot expect them to change their behavior without you changing the way you act toward them first!)*

THINK ABOUT THIS: When you were in school, did you know the least you could do to get by and not get in trouble at home? How did you discover this?

WHO DETERMINED WHETHER YOU DID THE LEAST YOU COULD DO TO GET BY OR THE MOST YOU COULD DO?



"What is the difference in productivity between a top-performer and a below average performer at the same pay-grade?" (Answer =100%+)

"What is the difference in their pay?" (Answer = Between 5-10%)*

1998 American Compensation Association "Attracting and Retaining Critical Talent Conference" A survey of 2,000 managers

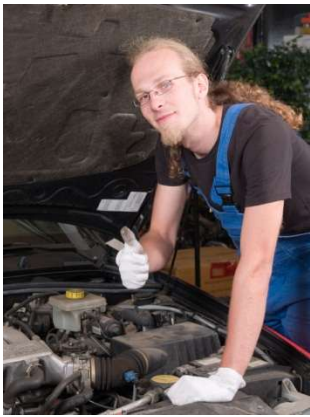
What does this statement mean to you as a leader in your organization?

(It means there must be something more than just pay motivating top performers if their productivity is over100% more than below average performers, but they only make 5-10% more salary.)

QUESTION: If people were paid 10% more, do you think they would they provide 10% more productivity? Yes or No

If you think so, how long would they sustain that increased productivity? How long would YOU?

QUESTION: When in your career has your work productivity increased with an increase in pay **AND STAYED AT THAT HIGHER LEVEL?**



List here what it would take RIGHT NOW for you to have a sustained increase in your productivity:

How could you get those items that you listed?

If you asked this same question to your employees, how do you think they would answer?

What is keeping you from asking them? (We will talk more about this in a few pages.)

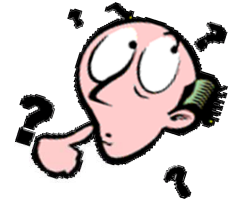
THE COMPONENTS OF MOTIVATION

There are five basic elements of motivation. The more of these that are present in a situation, the greater the motivation for the person.

1. Tell me what you expect of me in measurable terms (quality, quantity, time or Q, Q, T) that reduce the risk of my confusion.



2. Give me a chance to perform (a chance to shine)



4. Give me



Think about the motivation of the man in the movie.

(A speech teacher teaches a young boy in Victorian London to become a famous actor. He could win a bet.)

How could the premise of that story apply to your department?

(The talent you are looking for may be hidden in your department awaiting discovery, teaching, and encouragement by you.)

(*Author's note: I realize that is an old movie but the message is very clear. And it's a family-safe viewing experience! Give it a try!)



To view the remainder of the course material and to take the quiz for PDH credit, you must purchase the course.

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