

Four Causes of an Unproductive Workplace



Have you ever heard a business owner say they want to be less productive? I have not! Most business owners want to save time and money.

However, workplace productivity is not always easy. A healthy workflow requires collaboration for the business owner and team to succeed. Learn how to avoid these common workplace problems to prevent tasks from taking hours to complete.

Poor Systems Communication

We create new client file or update important documents almost every day. If your coworkers do not receive the same information then important company procedures could be postponed.

Cloud-based file sharing has become one of the most efficient methods to collaborate information within a company. No longer will you have to email documents within your company. Simply create shared folders that can be accessed by the necessary team members.

There are several file sharing systems that could work for your company.

Dropbox

Dropbox allows you to take your documents, photos, and videos anywhere you go. Place files in your Dropbox and share quickly with a link.

Lastpass

Lastpass allows you to “organize and create strong passwords”. Login to Lastpass, save a password, and share with essential team members. No longer will you have to ask for credit card information or login information every time you need it!

Google Drive

Google Drive provides file sharing and document creation software. More than 120 million users choose to use Google Drive. Users gain free access to 15 gigabytes of shared storage, which includes Gmail. Files can be shared privately with anyone that has a Gmail Account.

Unfortunately, if the user does not have a Gmail account then the file will have to be made public through a shareable link. Many businesses choose not to use Google Drive since the business owner cannot rely on every team member or client utilizing Gmail.

Pointless Meetings

Have you ever been in a meeting and realized that you really don't need to be there? Most employees have! Verify meetings are operating efficiently to save time, money, and frustration.

Tips to Create an Effective Meeting

- Plan an agenda.
- Make sure you need the meeting.
- Ensure appropriate participation.
- Review work prior to the meeting.

Not Collaborating with Remote Employees

The internet has made hiring remote employees easier and more affordable. Employers also have access to talent from around the world.

A survey completed by The Global Leadership Summit in London found that 34% of business leaders claim that more than half of their workforce will be remote in

2020. The problem is maintaining collaboration with coworkers.

To create a better collaboration process, maintain weekly meetings through a conference call. Also, watch that your team is uploading and maintaining documents through file sharing software.

Unorganized Files

A subscription to Dropbox and Google Drive is not enough to keep your folders organized. Each team member needs to stay aware of folder placement, file name, and more to avoid losing hours of recreating documents. Manage a simple file sharing system to help maintain a productive workflow.

Tips to Organize Your Files

- Collaborate with team to ensure that everyone is using the same file share software.
- Limit folder creation. Think in hierarchies when you create your folders, such as client names or projects.
- Don't save anything on your desktop.

Developing a healthy workflow will not occur immediately. Consistent organization and collaboration can lead to an increase in workplace productivity.