

5 Ways To Increase Productivity And Boost Motivation

If your workplace has fallen flat then it might be time to re-center your employee's focus and increase their motivation. There are some ways you can boost your employee's drive-by changing just a few things in the workplace. Here are 5 great ideas to get you started.

1. Make the Workplace Fun

If you ask the workforce what makes them happier and more likely to stay with a certain company, the #1 answer is always a fun workplace. Bringing fun into the workplace can also:

- Reduce stress
- Increase overall job satisfaction
- Increase motivation
- Improve productivity
- Increase employee performance

Think about some ways that you can bring some fun into your workplace. If you don't already, encourage your employees to hang out in social settings to build camaraderie.

Continued on page two – Productivity & Motivation

INSIDE THIS ISSUE

1. 5 Ways to Increase Productivity and Boost Motivation
2. How Meditation can Help You Become a Better Leader
3. Set Boundaries to Protect Your Work Time
4. Bridging the Skills Gap

All articles, quotes, and material in this newsletter are copyrighted. © 2020. No part can be reproduced in any form without specific written consent from copyright holder(s). All rights reserved worldwide.



How Are You Increasing Productivity & Boosting Motivation?

How Meditation Can Help You Become A Better Leader

Becoming a better leader stems from many daily practices. Meditation may not even be on your radar when it comes to finding ways to be a better leader. However, making this a part of your daily routine can change your day completely.

Here are ways that meditation can help you:

1. Objectively Tackle Daily Task

Meditation is a mindful discipline that can do wonders for not only your personal life but for the leadership aspect of your life as well. Pride is one factor at the root of failed relationships and poor management and with the lack of quality leadership, these days meditation is a technique worth trying. When one stops to quiet their mind and breathe deeply they are able to silence many of the thoughts that tend to create conflict.

Even a short ten to twenty-minute meditation session can help to refocus the mind, reevaluate an email, a tough phone call, and reply without "self" involved. When you practice stillness you can virtually remove thoughts that contribute to defensive behavior and think more clearly.

2. Build Deeper Connections

Over time it has been noted that meditation allows a person to feel more empathy and better connect with their employees. People who practice meditation regularly learn to release fear and can then connect better and approach and confront employees they find "difficult."

Continued on page two – Become A Better Leader

Continued from page one – **Productivity & Motivation**

2. Bring Music Into the Workplace

Music has been known to change our emotions and how we view and perceive life. It has the power to calm us in times of stress or make us happy in times of sadness. If you bring music into the workplace, you can give your employees a mental boost. The one thing to keep in mind is that instrumental music has been shown to be more effective at increasing focus and attention than music with lyrics.

5 Ways to Increase Productivity and Boost Motivation



3. Encourage Exercising

Employees who exercise regularly are 25% more focused, driven, and efficient than those who don't. They are also 40% more motivated in the workplace. It's vital to encourage your employees to exercise. If you have space, it would be worth the investment to convert an area to an office gym. If you don't have space, you can encourage exercise by increasing employee incentives to work out or by providing gym memberships.

4. Encourage Learning

Learning a new skill or concept can greatly improve your employee's drive and motivation. It can also improve productivity. Analyze your employees' job performance and existing skill set to see what concepts you can bring in to encourage innovation. You can provide incentives for mastering new skills or even provide funding to further their education.

5. Make Time for Meditation

Many people already set aside time every day for personal meditation. We are now seeing the benefits of bringing this practice into the workplace. In fact, setting aside just 10 minutes every day can reduce workplace stress, enhance workplace relationships and help to resolve conflicts, and enhance mental and emotional health. Set up time early in the workday for your employees to meditate. ♦

~ Written for us by our associate Gary Sorrell, Sorrell Associates, LLC. Copyright protected. All rights reserved.

Continued from page one – **Become A Better Leader**

This approach is not only for the workplace but can be used in other forms of leadership.

Parenting is a great place to practice these techniques especially during the teen years or if you are a caregiver for someone with special needs or mental illness. Take some quiet time to breathe in and out, listening to the breaths, then reevaluate how to respond. Acting out of emotion instead of logic just because we could not take time to meditate can cause long-term relationship hardships.

3. Still Your Mind

Our minds on average have 70,000 thoughts that run through our minds on any given day. The goal with meditation is to release those thoughts, release the ego and release the pride that holds us back. Find a quiet place with a chair and set your timer for anywhere between five and twenty-five minutes.



How Meditation Can Help You Become a Better Leader

Count to one in your head while you take your first breath in and then breathe out on two. Repeat this process all the way to 10 and start over. With every breath release the thoughts, let go of the anxiousness and notice how this helps during your decision-making throughout the day.

4. Practice Regularly and Extend Your Practice Over Time

Start out with five minutes and slowly work your way up to ten or fifteen. If all you have is five minutes then just make sure to meditate for five minutes daily. Start with your consistency and then work on extending your meditation time. ♦

Want to learn more? Contact us today!

~ Written for us by our associate Gary Sorrell, Sorrell Associates, LLC. Copyright protected. All rights reserved.

*"Ability is what you're capable of doing.
Motivation determines what you do.
Attitude determines how well you do it."*

~ Lou Holtz

Set Boundaries To Protect Your Work Time

Attending meetings that regularly run over or being inundated with requests of your time by your employees can lead to frustration. What's more, all this can cause you to miss out on valuable time at home with your family when you're having to play catch up. Here are some ways you can set boundaries within your workplace to protect your time.

1. Meeting Availability

The first and most important boundary to set is your meeting availability. This might take some adjusting if everyone is used to you always making yourself available for meetings. Block out certain parts of your daily schedule that you dedicate to meeting times.

Set Boundaries to
Protect Your Work
Time



Create your meeting schedule around what best suits your daily personal schedule such as around commute times or if you need to pick children up from school. There are times when you can't reschedule a meeting to happen during your meeting times. At this point, you'll need to determine if calling out of the meeting will benefit you in the long run and increase your overall workplace benefits, such as if a meeting will cause you to lose sleep.

2. Set Boundaries About Meeting Length

Meetings that regularly run over schedule can cost you in the long run. For example, just a few meetings every week that run over by just 15 minutes can cost you an hour of your workweek. There are a few things you can do to set some boundaries to keep meetings on schedule.

First, if these are meetings that you run, send out a calendar invite with the exact meeting times and a prefilled agenda for what you'll be discussing. Secondly, book your meetings close together so that you'll have a reason to end a meeting on time. Lastly, the best thing you can do is start the meeting with your time expectation, such as telling everyone that you need to end the meeting by a certain time.

3. Keep Your Time At Work Focused

One of the best things you can do for time management is to keep yourself focused on an on-task at work. This day and age, there are many distractions that can get you off course and have to make up for it later. A good strategy is to use a block schedule.

A block schedule means your group tasks together. For example, a block of time is set apart for all your meetings and then the next block of time is set aside for checking and replying to emails. This keeps your brain more focused versus jumping around from task to task. If you're able to, physically close your door during times you need to quietly work. Also, make sure to turn off your phone or put it somewhere where you won't be distracted by personal texts or social media. ♦

~ Written for us by our associate Gary Sorrell, Sorrell Associates, LLC. Copyright protected. All rights reserved.



One Minute Ideas

Atlas Obscura

At Atlas Obscura, our mission is to inspire wonder and curiosity about the incredible world we all share.

We share discoveries.

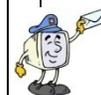
We are a global community of explorers, who have together created a comprehensive database of the world's most wondrous places and foods —20,466 of them contributed by our community so far, and more every day, from a [secret apartment atop the Eiffel Tower](#) to [bridges built out of living roots](#), from a [temple shaped like a chicken](#) to an [island ruled by cats](#), from a fruit that [tastes like chocolate pudding](#) to a [spicy chutney](#) made out of red ants.

Check out the Atlas Obscura Guide to The United States – [Click Here](#)

 **Atlas Obscura**

*"Energy and persistence
conquer all things."
~ Benjamin Franklin*

BancSearch, Inc.™



P.O. Box 700516
Tulsa, OK 74170

Tel: 1-800-776-6413

E-mail:
recruiters@bancsearch.com

Visit Our Web Site at
www.bancsearch.com

Bridging The Skills Gaps

Are you underqualified for your dream job? Don't let your gap in skills keep you from attaining your career goals. This article discusses what you need to do when your current skill set isn't enough for the job you ultimately want.

Consider the Long-Term

If you have a career goal, don't expect to just go from point A to point B. Many people think if they have a goal, they just need to go out and get a degree or go from a Bachelor's to a Master's degree. However, many people are also finding out that a degree isn't going to give them the necessary skills they need.

*Bridging The Skills
Gaps*



Rather than pursuing a degree, think about role changes within your company that will help you attain your goals. Even if these are just lateral moves, always have your long-term goals in mind. The lateral moves will be worth it if they give you the skills and experience necessary to propel your career in the right direction.

Think About Volunteering Your Time

Another way to fill in the skills gap and get the necessary experience under your belt is to volunteer your time. If you need certain skills and experience for your career goals but are having a hard time finding a position that will give you those skills, then see if you can volunteer. A great way that people have done this is through non-profit organizations.

Many of these organizations need people to fill certain roles but don't have the money to pay someone who is experienced. Therefore, they will take under-qualified candidates and give them on-the-job training and experience.

Take A Demotion

Another way to obtain the skills necessary is to take an entry-level job or to take a job at a small company that can't pay as well. This is a great way to build the skills you need and attain the experience for your resume that will help you land that good-paying job at that large company.

One of the ways many people find success in doing this is to hire on with a start-up company. The risk are much bigger but it could mean a big payout in the end when you've landed that executive role. ♦

~ Written for us by our associate Gary Sorrell, Sorrell Associates, LLC. Copyright protected. All rights reserved.

BancSearch, Inc. has served the financial industry at the middle and upper management levels since the 1980's. We are a national firm and we have completed searches in thirty-nine states and Puerto Rico.

Our primary responsibility is to find the best executive talent available. Clients depend on our professional expertise and specialization to recruit executives who have the creativity, skill, and savvy to contribute to the growth and profitability of their company.

We believe our team approach is essential to finding top performing candidates. BancSearch consultants provide an independent objective viewpoint which helps clients define and achieve their goals for recruitment. By developing an understanding of the clients' culture, key issues of the position, as well as immediate and long term expectations, BancSearch is able to select for review the most qualified candidates.

BancSearch, Inc.[™]

P.O. Box 700516, Tulsa, Oklahoma 74170 ♦ 1.800.776.6413 ♦ recruiters@bancsearch.com
Visit our web site at www.BancSearch.com