

7 Strategies to Improve Your Performance at Work

Become a better performer and increase your chances at getting promoted. Here are 7 strategies to help increase your productivity and performance:

Organize & Prioritize

Create a schedule and follow it. The most important tasks should be top priority followed by the lesser important. When creating your list of tasks, be sure that the list is manageable and doable.

Avoid Distractions

Our brains work the best when we maintain our focus. Practice completing one task before taking on another. Overloading yourself with too many tasks, can take away your focus and affect your productivity in the long run. Completing one task at a time allows you to put all your energy and concentration into making sure the task is done entirely and correctly.

Be a Great Finisher

We all know how to start an assignment but not too many of us have mastered the art of actually finishing it. Get in the habit of finishing what you start and keeping track of your completed assignments and/or projects. Keeping a record of your accomplishments is great way to keep yourself motivated and pushes you to get more work done.

Put Yourself in Your Bosses Shoes

Think about what your boss is aiming to achieve for the organization as whole and how you can contribute to that vision. Sometimes when we look at things from the other person's perspective, we can get a better understanding of where they're coming from.

Listen

The most vital and essential part of communication is learning how to be a great listener. Becoming a great listener increases your productivity and lessens the number of mistakes you make. The more you actually listen, the fewer questions you'll have to ask and the better you'll perform.

Ask Questions

If you're not sure about something or just simply don't understand, don't be afraid to ask questions. The biggest mistakes employees make is not asking questions or for help when they need to. Asking questions gives you a better and clearer understanding of the task and what is expected of you.

Practice Humility

Be humble. Motivate your team members and work with integrity and respect. There's no need to brag about your accomplishments or put others down because they may not be performing at your rate. Be a team player and empower those just as you wish to be empowered. Implementing these strategies will definitely help to not only improve your performance but the performance of your team members. Your humility will not only earn you the respect of your boss, but you'll also end up earning the respect of your peers.