Helping Your Company Grow by Improving Your Own Personal Productivity

Skills - There are seven (7) skills to improving personal productivity.
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Skill #1- Customer Consciousness

Know who your customers are, and know what they want and expect.

(Both internal and external)

Disney Philosophy- The Customer may not ALWAYS be right, they are ALWAYS our Customer!
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Skill #2. Innovation - Productive Creativity

Companies rely on the Innovation of their people to identify and develop new services and new products as well as, new processes to support those products and services.
Skill #3. Taking the initiative (Risk)-

How’s YOUR Attitude?

Avoid sitting around waiting to be told what to do and how to do it.

One of the keys to becoming lean is to identify waste and to take the initiative to eliminate it quickly.
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Skill #4. Enterprise thinking-

The shift from **functional** (Vertical) to **enterprise multi-functional** thinking. (Horizontal)

Put aside **individual concerns** and think about what’s best for the entire enterprise (Team).
Skill #5. Adaptation-

Changing processes also means that your role and responsibilities will change with greater frequency.

The job you have today will probably **NOT** be the job you’ll have 5 to 10 years from now.
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Skill #6. Collaboration-
(Don’t be a POLITICIAN!)

Brainstorming is a way to react fast, as opportunities for improvement are identified.

An often overlooked tool is consensus decision making. This is a critical skill that collaborative groups often apply, to gain commitment.
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Skill #7. Influence- (People Skills)

Dale Carnegie wrote- *How to Win Friends and Influence People*.

- Treat people with respect
- Treat them as equals
- Help them participate
- Listen to their thoughts
- Work as a team.