

THE PRODUCTIVITY SPECTRUM



Where Do You Find Yourself ?



I am able to work
consistently

I am productive
sometimes

I am feeling very
unproductive

If you've been finding yourself on the red end of the spectrum, take a look to see if you can relate to how it can manifest.



TOXIC PRODUCTIVITY

An unhealthy, obsessive desire to be productive all the time no matter what; the need to push your limits at work even when it's not expected of you.



Why it can impact productivity

Although it may temporarily give you the impression that you're doing a lot and staying productive all the time, it is just that – temporary. Eventually, your mind and body will require a break. In extreme cases, this could also lead to burnout.



FATIGUE

An overwhelming feeling of lethargy, accompanied by a lack of energy and motivation to do anything.

Why it can impact productivity

With the onset of the pandemic, there have been two types of fatigue attributed specifically to what we might be going through – pandemic fatigue, and virtual fatigue.

Pandemic fatigue is where you don't feel like following or listening to the recommended protective behaviours (such as staying home and social distancing), which also begins affecting your emotions, experiences and perceptions.

Virtual fatigue was felt particularly strongly last year. It is exhaustion or demotivation caused by constant virtual calls or discussions, which can make a person averse to using technology to communicate.

Both pandemic fatigue and virtual fatigue have clear emotional components, which can impact productivity and lead to eventual burnout.

WORK-LIFE (IM)BALANCE

Not having adequate, set times allocated to work and for other aspect of one's life, such as spending time with family, cooking for oneself, reading for pleasure, self-care, and so on.



Why it can impact productivity

These days, maintaining a work-life balance at home seems almost impossible. Technology has made employees accessible to companies 24/7. Statistics show that people are clocking in up to 65 hours of work per week these days. Experts agree that the compounding stress from a never-ending workday can be damaging and cause distress, impact relationships and lead to eventual burnout.

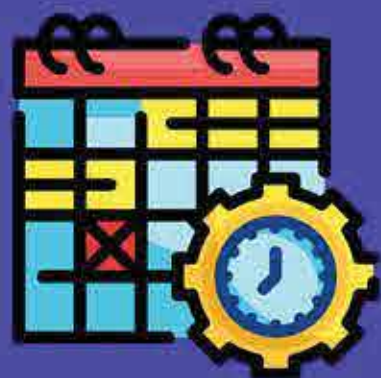
It is natural to feel exhausted or tired, which can result in a productivity dip – but rest and recovery can soon overcome that.

Unlike exhaustion and tiredness, burnout includes emotions like disappointment, uncertainty and a negative outlook, which requires serious intervention to overcome it.



WAYS TO COPE & IMPROVE PRODUCTIVITY

There are many ways that you can cope with decreased productivity and prevent burnout from setting in.



Time Management

- Mono-tasking for focus
- Use time “chunking” for all your tasks
- Time management matrix



Setting Boundaries

- Define your role at work clearly
- Set realistic expectations and deadlines
- Negotiate task allotment



Quality Time

- Invest in "me-time" and "us-time"
- Clearly demarcate time spent on priorities
- Capitalise on children's naptime



Self-Expectations

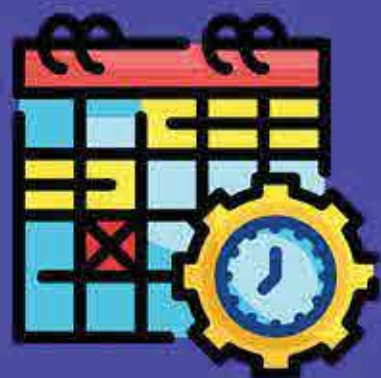
- Try and be flexible
- Avoid "shoulds" and "musts"
- Be prepared for interruptions

Things to Remind Yourself

- “It’s okay if my productivity dips”.
- “I add value to my life in areas apart from my work”.
- “Not all tasks have to be productive. I can do some things just to enjoy myself”.
- “I shouldn’t compare my productivity with someone else’s”.
- “My productivity is in my control, even though at times, it may seem like it isn’t”.

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