

# CHAPTER 46 - PRODUCTIVITY



SDP

## WHAT ARE THE SECRETS?

The secrets to increasing your productivity.

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning and a focused effort.

ANY QUESTION?

### #1 You will learn

What is productivity?

How can we increase labour and capital productivity?

Other methods of improving productivity.

Ready? :)

### #2 What is productivity?

Productivity is a common measure of how well resources are being used or a measure of the effective use of resources usually expressed as the ratio of output to input.

$$\text{Productivity} = \frac{\text{Output}}{\text{Input}}$$



Try to have the best of all worlds and do very difficult things. Think that a resource economy is that in which and resources which reduce waste. It therefore means you more productivity.

### #2 Should it be done at all?

Why is it impossible to get everything done? Because you're doing too many things!

Before you start any task ask yourself

- Do I need to do this today?
- Is it a priority?
- Can I delegate this within my team?

### #3 Labour and Capital

Labour productivity =  $\frac{\text{Total output}}{\text{No. of workers}}$

Capital productivity =  $\frac{\text{Total output}}{\text{Capital employed}}$

### #11 LEAN PRODUCTION

A modern approach to improving productivity in a business involves reducing the amount of resources used.

WHY LEAN? VERY DISAPPOINTING AND EXPLANATION :)

### #6 Other methods

Downsizing

Lean production

Work study

Outsourcing

Relocation

### #7 Downsizing

This involves reducing capacity, i.e. laying off workers and closing unprofitable divisions.

Advantages:

- cost savings and increased profit;
- more competitive operation
- profitable businesses not subsidising unprofitable ones

### #5 Increasing Capital Productivity

Capital productivity usually increases when new technology is introduced. This is because new technology is more efficient.

Productivity is also likely to increase if production becomes more capital intensive.

### #4 Increase labour productivity

Education and training.

Improve the motivation of workers;

Improve working practices;

Increasing labour flexibility

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Try to have the first 30-45 minutes of my day work as quiet as possible. I think that a productive morning is the most important. It therefore makes me more productive.

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WOMY LOSE MYX ADAPTED FOR WORK EXPLANATION :)

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Downsizing  
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There is no such thing as a free lunch. It costs a lot of money to have a free lunch.

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Prezi

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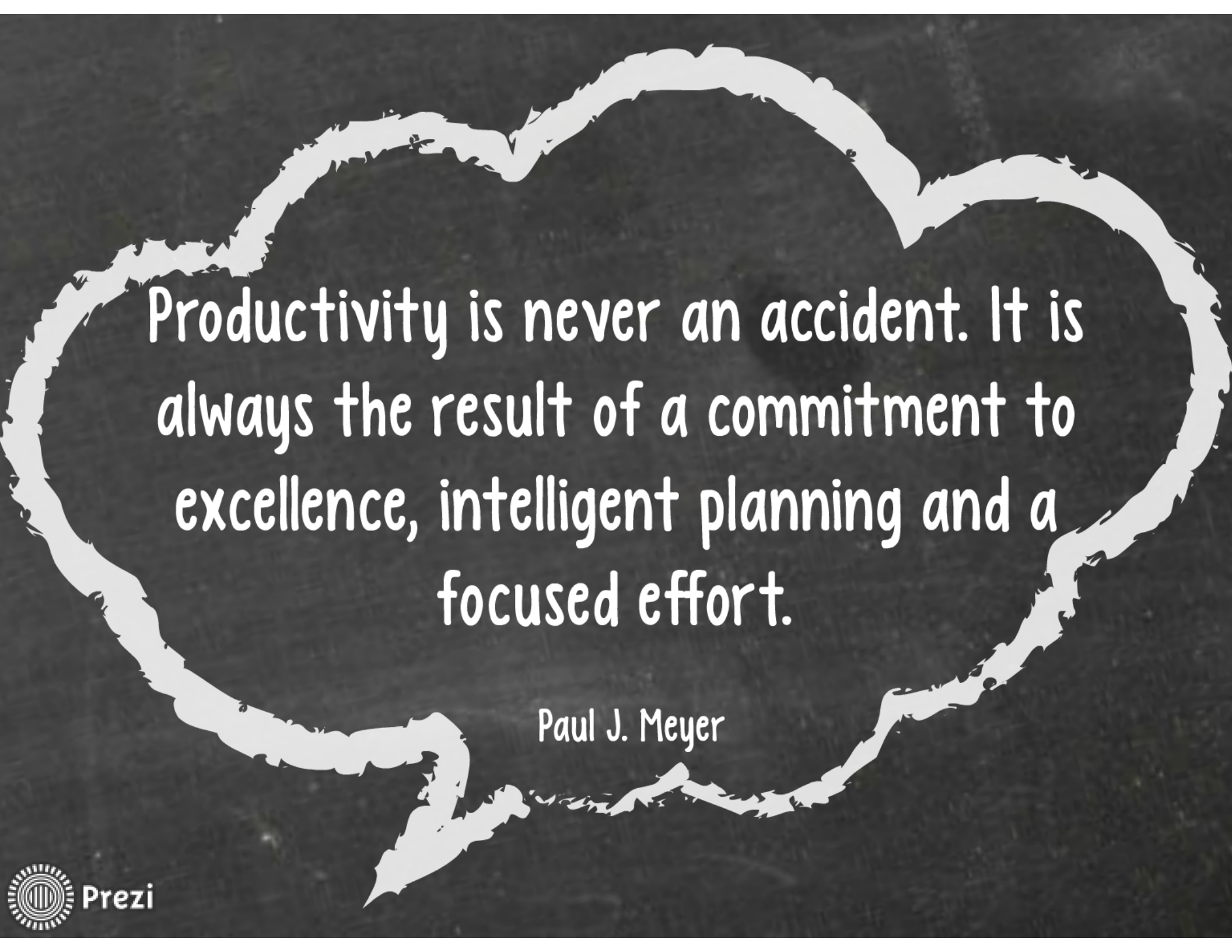
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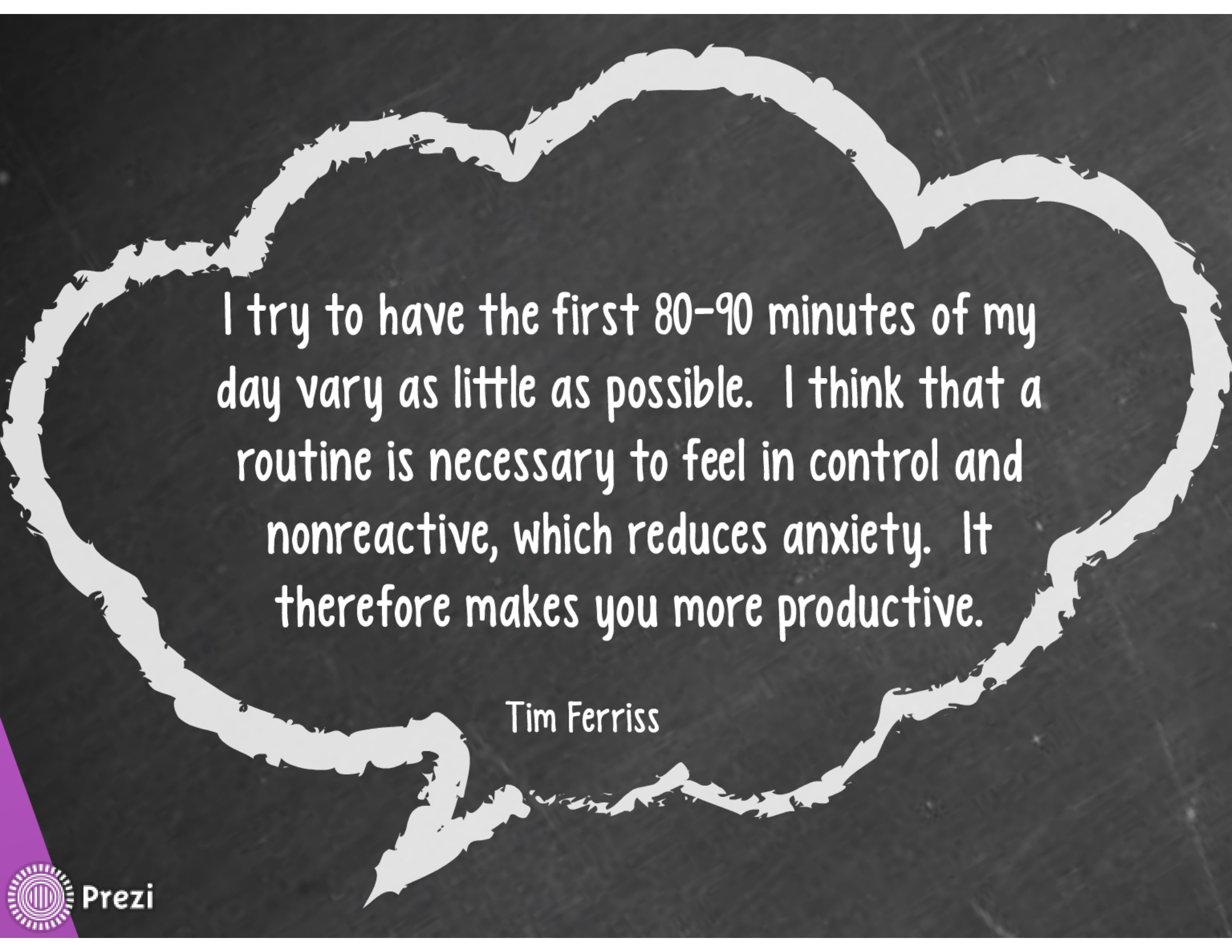
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What is productivity?

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Ready?! :)



I try to have the first 80-90 minutes of my day vary as little as possible. I think that a routine is necessary to feel in control and nonreactive, which reduces anxiety. It therefore makes you more productive.

Tim Ferriss



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## TASK 1

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Page 214, from the text book . .

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### #10 Outsourcing

This means that work currently done by a business is given to specialists that can do the same work at a lower cost.

### #8 Work study

involves looking at a task carefully and finding a more efficient way to do it

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Work study involves looking at a particular job very carefully and working out the most efficient way it can be done.



## #9 Relocation

Businesses often relocate their  
operations to improve efficiency.

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**DON'T LOSE NEXT CHAPTER FOR MORE  
EXPLANATION :)**

"Every minute you spend in planning saves 10 minutes in execution; this gives you a 1,000 percent Return on Energy!"

Brian Tracy



# TASK FOR HOMEWORK:

Write down 3 actions you will take tomorrow to improve your productivity. Make each action specific and achievable.



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