



SNS COLLEGE OF TECHNOLOGY



Coimbatore - 35

23BAT613 – Operations Management

UNIT-I Introduction

Productivity

Presented by

Ms. A. Hanis Sultana

Assistant Professor,
Department of Management Studies

1st
*Indian
Institution
To
Implement*

**Design
Thinking
Curriculum**

Redesigning
Common Mind and
Business Towards
Excellence



Recap

Strategic Fit - Framework





Guess the Topic





TODAY'S TOPIC:

PRODUCTIVITY





Definition- Productivity



Productivity is a measure of economic performance that compares the amount of goods and services produced (output) with the amount of inputs used to produce those goods and services.



TIME MANAGEMENT



1. Know how you're spending your time
2. Stick to a daily schedule
3. Prioritize
4. Tackle the most difficult task first
5. Batch-process similar tasks
6. Set reasonable time limits
7. Learn when to say no
8. Avoid multitasking
9. Keep things organized
10. Use time management tools



SETTING SMART GOALS:

		SMART questions
S M A R T	Specific	Q1: What is the goal? Q2: What are the details of the goal? Q3: What do I want to accomplish with it? Q4: Who is involved? Q5: Where is it going to happen? Q6: What resources are available?
	Measurable	Q1: How will I measure progress? Q2: Do I have the necessary tools to measure my progress? Q3: How will I know the goal has been accomplished?
	Attainable	Q1: Do I have the financial capacity to accomplish my goal? Q2: Do I have the skills and willpower to accomplish my goal? Q3: Will I have access to help when needed? Q4: Do I have all the necessary resources? Q5: Do I have the time to carry out the goal?
	Relevant	Q1: Why is this goal important? Q2: Is this goal worth my time? Q3: Is this the right time for it?
	Time-bound	Q1: When will I achieve the goal? Q2: When will I carry out the activities that will bring me to my goal? Q3: When can I expect the first outcomes?

The SMART in SMART goals stands for Specific, Measurable, Achievable, Relevant, and Time-Bound.

S: Specific

M: Measurable

A: Achievable

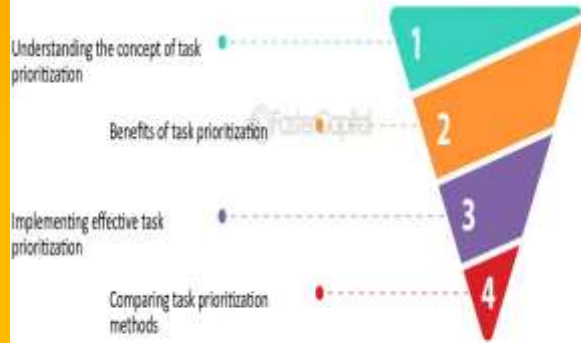
R: Relevant

T: Time-bound



TASK ORGANIZATION AND PRIORITIZATION

Understanding the Concept of Task Prioritization



- ▶ Create a task list
- ▶ Choose a prioritization method to organize your tasks
- ▶ Schedule your tasks in a calendar
- ▶ Communicate your progress to your teammates



WORK-LIFE BALANCE:

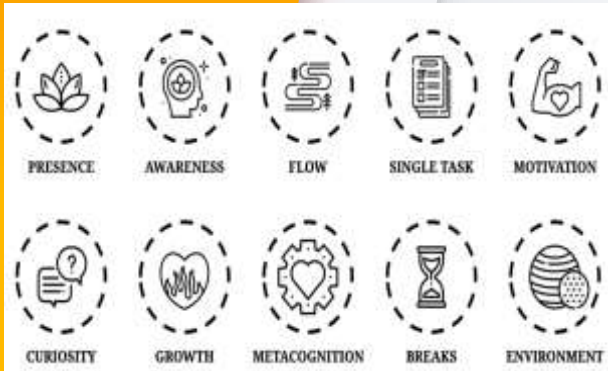


Work-life balance is crucial in the workplace, enhancing employee well-being, productivity, and overall organizational success. Numerous studies have demonstrated its importance. For instance, a study by the University of Warwick found that happy employees are 12% more productive than their unhappy counterparts.





Mindfulness and Stress Management



Research has shown that mindfulness can help reduce workplace stress and burnout, which can lead to increased productivity and job satisfaction. By practicing mindfulness, we can develop greater self-awareness and self-regulation, which can help us better manage our emotions and respond to stress in a healthier way.



ASSESSMENT:



How do you prioritize your tasks and manage your time effectively?

A)Using a Task Management System

B)Prioritization Techniques

C)Time Blocking

ANSWER-B



REACH US @



snsinstitutions



snsinstitutions



snsinstitutions



Snsinstitutions



snsinstitutions

**THANK
YOU!**