

As Pandemic infection rates lower and restrictions lessen, the resumption of "In-person" office attendance is a welcome development. But remote work will remain resulting in a "hybrid" workforce in 2022.

### 5 Leadership Tips for Increasing Productivity and Lowering Burnout:

#### I. Establish Remote work-life boundaries

In a "Hybrid" environment, boundaries between work and your personal life become blurred. People either overdo it or don't work effectively at all, which can lead to lower productivity and/or Burnout

No Rules (No Boundaries) + No Self-Management = Loss of Productivity and possible Burnout

The 3 Common causes of Job burnout:

You need your job BUT there is:

1. Lack of Control – No Rules on your schedules you are on call 24/7 leading to work-Life imbalance

2. Lack of Resources – The company cannot provide you with the basics of Internet and Voice Connectivity but is expecting you to produce.

#### 3. Unclear Role and Toxic Work Environment

Your Job function pre-pandemic did not change, and you work in a "Toxic" and unhealthy work environment culture.

As Leaders, we need to:

1. Provide the basic resources for work and to start producing
2. Realign your people's skills with their work
3. Update how performance is measured for the team. Company / Department Objectives, KRA's and KPI's
4. Create systems for "Self-Management"
5. Build a "Healthy Environment"

#### II. Practice Clear Communication Habits

1. Provide everyone the MEANS to communicate.
2. Clearly communicate preferences and expectations.
3. Concentrate on content and timing of messages
4. Delegate and automate, NOT abdicate
5. Follow up and provide feedback often

#### III. Focus on Employee Engagement & Commitment

People Engage & Commit when there is:

1. An Inclusive Plan and Guidance
2. Integrity, Trust & Dependability
3. Co-dependency within the team

#### IV. Prioritize Employee Health and Welfare

"If your People Survive, Your Business Survives"

#### V. Build Leaders not just followers

Building Leaders is crucial for a growing Hybrid workforce:

1. Narrow the gap between you and your potential leaders.
2. Teach them to think bigger and to be more accountable than just their current tasks
3. Transform them for the better, little by little with patience, not all at once with impatience.

In the end everyone is prone to lower productivity and burnout, but with these 5 Leadership tips, it can be reduced, and productivity increased.

THESE ARE THE PERSONAL NOTES OF MARK SO. FEEL FREE TO USE THIS TO REVIEW THE MAIN POINTS DISCUSSED IN THE WEBINAR: "5

LEADERSHIP TIPS TO INCREASE PRODUCTIVITY AND LOWER BURNOUT" FOR MORE AWESOME CLASSES PLEASE VISIT

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