

# ***Four Bad Habits That Severely Limit Employee Productivity***



Hi,

Unlike most people who think that you just need to buy some new tools to increase productivity, I know that if you want different results, you need to think differently. Our programs help individuals un-learn old thinking that keeps your organization stuck in habitual ways.

Unlock the treasure trove of potential of your existing employees so that your teams or organizations become not just more productive, but also amazingly resourceful, and highly engaged.

Get started now; it isn't going to get any easier.

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# *Four Bad Habits That Severely Limit Employee Productivity*

1. Habit No. 1 - Ignorance
2. Habit No. 2 - Negativity
3. Habit No. 3 - Distraction
4. Habit No. 4 - Incuriousness

Habits determine how we think and how we see the world. They box us in. Every one of us has the potential to have great insights and ideas and express ourselves freely; however, misconceptions and assumptions that have turned into ineffective habits impede us without us even realizing it.

It's difficult if not impossible to change a habit; what works is to *replace* ineffective ones with effective ones. Below are four ineffective habits that easily (with the right training) can be replaced so that teams and organizations become not just more productive, but also amazingly resourceful, and highly engaged.



## Habit No. 1 - Ignorance

### Description:

Inability to see our inner resources - the creativity qualities and intellectual faculties - that make us unique and really great

### Bad News:

- Blindness to our natural capabilities limits self-perceptions, and perceptions about others.
- The expression of insights and great ideas is inhibited.
- When situations are seen as unsolvable, there's a good chance they will be unsolved.

### Good News:

- Everyone in an organization has enormous potential that is unrealized and waiting to be unlocked.

- Most people feel at times that they have potential that they are not expressing, but they don't know what it is or how to access it.
- When unrealized potential is unlocked, challenges are no longer seen as problems to be avoided, but as catalysts for change.



## Habit No. 2 - Negativity

### Description:

The annoying and ever-present mind chatter going on in our heads constantly, with messages of blame, criticism, shame, and scolding

### Bad News:

- Negativity is the enemy of excellence.
- It is driven by a sense of being inadequate and render us passive at work.
- It can cause us to steer away from difficulty, avoid upset or discomfort, and shy away from problem-solving.

### Good News:

- Just noticing it, negative self-talk can be quieted, managed, and transformed into a realistic assessment of what is going on.
- When mind chatter is quieted, there is more opportunity for inner calm.
- Individuals and teams can become more resilient if they face mistakes without critical thoughts or words.



## Habit No. 3 - Distraction

### Description:

Attention that is distracted by texts, Facebook, emails, voicemails, Twitter, mind chatter, memories, stray emotions, or habitual responses

### Bad News:

- Being distracted makes it increasingly difficult to connect with and retain the attention of others.
- When speakers are distracted, listeners feel confusion and doubt about message.
- Multi-tasking dilutes attention and reduces productivity.

### Good News:

- The three secrets to a successful life are: Pay attention, pay attention, pay attention.

- Observing precisely reduces distraction and quiets negative chatter.
- Paying attention increases our ability to see alternative approaches to challenges.



## Habit No. 4 - Incuriousness

### Description:

Not asking questions or asking questions that suggest a preconceived answer, or advice in disguise

### Bad News:

- Holding back or asking leading questions limits options or promotes a specific outcome.
- It discourages exploration and puts respondents on the defensive.
- Clarity and insights go unnoticed.

### Good News:

- Questions are the primary catalyst for creativity and innovation.
- Curious questions can expand the discussion.
- Asking open questions can inspire and generate excitement about a conversation.

Ignorance, negativity, distraction, and incuriousness have huge individual and organization costs. The benefits of becoming aware of them and learning to replace them with effective behaviors is enormous for all elements of the organization - the people, products/technology, processes, environment and business results. Organizations that do nothing will struggle.

Organizations that have effective habits are more supportive, engaging, and inspired environments; that enable people to be more informed and aligned; have better and more data and information; and are able to make more informed and better-quality decisions.

What would this do for your organizations' competitive advantage?