

Refocus to Increase Productivity

Action Steps

- 1. Take time to brainstorm about your group, department or team. Are there some employees who are being held back by their weakness in a particular area or areas? Note them here.

- 2. Now go back to the list of people you created in step 1. What are the Challenge Areas and Strength Areas of these people?

Challenge Area

Strength Area

- 3. Write down ways in which you can shift the challenge areas to other employees, or even perhaps exchange areas *between* employees. Move ahead today on these plans. You will increase productivity through concentrating on the natural successes of your human resources!
