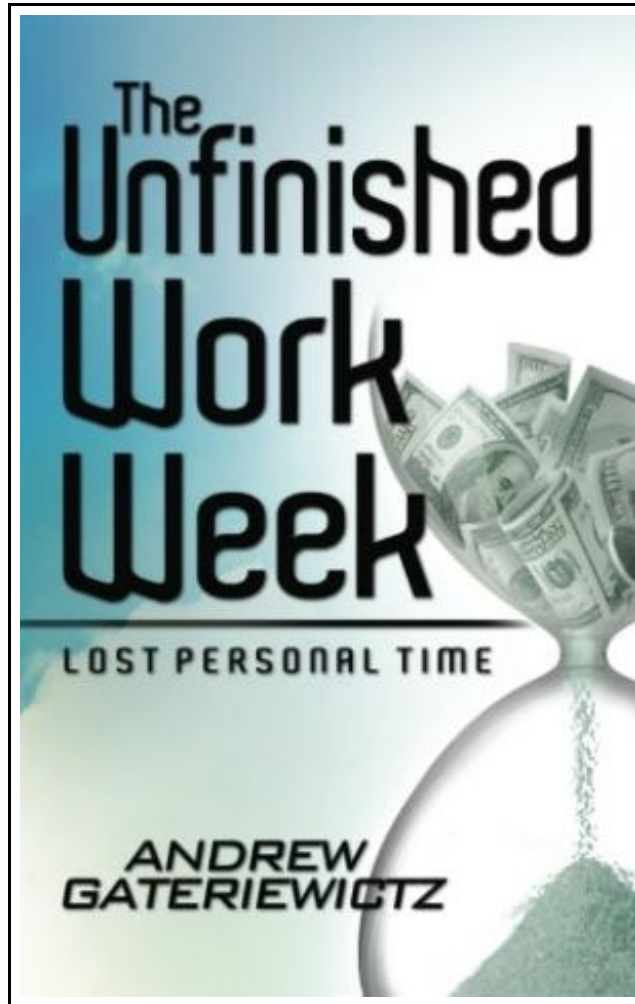


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THE UNFINISHED WORK WEEK: LOST PERSONAL TIME



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Createspace, United States, 2012. Paperback. Book Condition: New. 203 x 127 mm. Language: English . Brand New Book ***** Print on Demand *****.The Unfinished Work Week: Lost Personal Time Thierry Breten CEO of ATOS, a French information technology company with 80,000 employees in 42 countries, stated, We are producing data on a massive scale that is fast polluting our working environments and also encroaching into our personal lives. Today s work environment has resulted in minimum head counts and larger workloads. Most of all, it has become expected for personal time on evenings and weekends be used to complete unfinished projects. The theory of do more with less has permeated throughout the corporate universe. This theory has its drawbacks. In 2005 Microsoft Information Worker Product Management Group commissioned an independent survey that helped participants assess their own productivity and receive tips on improving their work habits. Listed below are the results of the survey which involved 38,000 workers in 200 countries. a) 37 of the work week is unproductive or wasted b) Unclear objectives c) Lack of team communication d) Ineffective meetings e) Unclear priorities Two areas in need of improvement stand out:1) the amount of unproductive work time; and 2) the reasons for the non-productivity. Much of the wasted time necessitates extra interaction for the audience to remember the message originally presented. This repeated action costs companies thousands of dollars of employees time. In order to eliminate the need for redundancy, a memorable conversation must be held. For this to happen, a person must understand how the memory works. If one thinks giving information orally or written is easily retained by the recipient, consider the following list of facts. Each one is fighting for the attention of the audience. Fact: The average daily number of emails per person, per...



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