

A3 Transformational Speech Marjukka Suominen 2015-11

Introduction

Good afternoon Dear Colleagues, How are YOU Today!!! Good?!!?

I want quickly talk about time management and how OUR time management effects OUR COMPANYS business success today and in the future.

And in the same time, how YOUR PERSONAL time management effects YOUR personal health and wellbeing in the long run.

Let's think, How much time do we allocate to different activities during our working day?

Meetings, Travelling, Phone calls, Emails, Writing reports, Social media updates and finally our Down-time Lunch or a break.

How effectively do we actually use our working hours? How much do we get done during the day?

Let's see what we could do to make our working hours better and more effective.

Facts and arguments

OK

Meetings – We should keep the meetings as short as possible and prefer online meetings to cut down unnecessary travelling. Then an important point – Please leave your cellphone in your bag or in your pocket. And if you have with you, please, do not finger your cellphone. Also it is good for US to minimize eating at the meetings, to avoid weight gain.

Travelling – Combine many meetings to the same trip, try to squeeze meetings in a one day. Take your B2B customers to lunch or dinner before Xmas or before summer holidays, otherwise use online meetings.

Phone calls – prefer to walk or stand up then making Telephone calls. Your body and brain works more effectively when moving around. And of course, please do not disturb your colleagues with noisy calls.

Emails – Depending of course on your work, do not check your emails all the time, rather allocate time for them a few times during the day.

Writing reports – Try to use the calm morning hours for writing. Usually the brain works best on the mornings, of course depending on the person. For someone it is best to concentrate on writing on the afternoons.

Also, make sure that your working position is ergonomically correct. We are ordering new electric tables to everyone to be able to work standing with your computer every now and then. Don't worry, NO electric chairs will be ordered.

Social media updates - How much time per day do you spend on updating social media? DO you have to do it every day? I think once or twice a week is usually fine.

And finally Our Down-time – Lunch or a break. How do you spend your off-time? How much off-time do you have? Remember that a lunch and a break is for refreshing you mind and body. Meet your colleagues and have relaxed moments with them. Even avoid discussing work issues during the breaks, if possible. Take a walk or unwind your mind by listening good music.

Conclusion

So, What do you think about these? OK???

I had YOUR personal health and wellbeing as well as OUR COMPANYS business success in mind when planning these little changes.

To sum up, With these little changes, we ALL could HAVE MORE FUN at work, stay healthy, be more effective and generate good business!!!

Thank you very much and let's ENJOY and WORK EFFECTIVELY!!!