



Productivity & Creativity Month January 2022

The CDC recommends a holistic approach to employee health which integrates the traditional focus on work with attention to health and the quality of working life. This approach illuminates a pathway to improved employee productivity, creativity, and innovation, by creating work and work environments that are safe, health-enhancing, meaningful, and fulfilling (CDC, 2020).

❑ Create Your Ideal Work Environment:

- Comfort is a major factor in achieving overall productivity.
 - Consider talking to your supervisor about steps to achieve an ergonomic setup.
- The atmosphere of your workplace can influence your quality of work.
 - Use decor and design to create your perfect workspace.

❑ Work at Eliminating Distractions:

- Alerts from text messages or personal apps consistently pull attention to your phone and take you out of the moment.
 - To improve focus, put your phone on mute or vibrate during the work day or designate a set a time every few hours to check it.
- Efficient workflows and processes increase productivity.
 - Communicate challenges with internal systems and be an active part of the solution.

❑ Reduce Work-Related Stress:

- Stress and creativity do not work well together.
 - A lack of creative ideas can impact productivity levels.
 - To help improve productivity and motivate employees, encourage your team to relieve workplace stress and get outside for some fresh air.
 - Promote small breaks throughout the day to relieve workplace stress.

❑ Encourage Sharing Ideas and Collaboration:

- Encourage your team to bounce their ideas and thoughts off of one another.
 - Employees are likely to be more creative when they have others to discuss ideas with.
- Each time you host a meeting, give employees and colleagues time to share their ideas with the team.



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WELLNESS PROGRAM

Helpful Resources

- ❑ CDC's *Worker Productivity Measures*
- ❑ CDC's *What is Total Worker Health?*
- ❑ Harvard Business Review: *Manage Your Energy, Not Your Time*
- ❑ Human Resources' *Wellness Webinar Collection*

Contact Information

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