

## **HOW TO MEASURE PRODUCTIVITY IN THE WORKPLACE**

Productivity is a very important factor for any organization. Improved productivity is the key to improved revenue and so there should be some effective system for measuring organizational productivity. There are many external factors that affect productivity which are beyond the control of any organization. Rather, the focus must be on internal factors that you can control and use to measure productivity. There are nine effective ways that can be used to measure productivity.

### *1. Management by Objectives*

Management by objective or MBO is a strategic method to measure the productivity of the organization by clearly defining the objectives of both the managers and employees. It measures productivity by comparing the actual performance of the organization to the predefined objectives.

### *2. Tracking employees' attendance to measure productivity*

Tracking employee's attendance is very important to measure productivity in the workplace as absence of employees has a negative impact on productivity. Every company should have an efficient system for measuring the work hours.

As much as attendance is important, the mental and physical health of the employee is very important. A healthy employee is bound to perform to the set standards.

### *3. Set productivity comparison chart*

Every company should create a daily, weekly, monthly, and yearly production comparison chart to always get aware of which direction the company is going, whether productivity is increasing or decreasing compared to previous data. The company can also compare the performance between employees.

### *4. Set Benchmarks and targets*

For every company, productivity benchmarks and targets change according to the nature of work. Generally, benchmarks are set automatically by working experience. Some companies have predetermined benchmarks which are compatible with the goals. Based on these benchmarks the company can set productivity targets.

### *5. Consider industrial factors*