

A.P.S.

MANAGEMENT SYSTEM

Aspiring to function with the highest integrity at one's job requires motivation, desire, determination and risk. Why risk? Simply put, it is realistic to think that, while you and I may be moved to offer our very best to our employer, at times we may find ourselves not wishing to become distracted, but off-track, nonetheless. Such has been my experience.

While I am sincerely motivated by the desire to satisfy both job requirement and my own conscience, my "40-lane highway" mind has sometimes steered me to destinations which may either not be required or may be potentially hazardous to my continued employment. Though you may not be challenged with a form of Attention Deficit Disorder, you may also share my frustration, leaving you throwing up your hands in a cry for help.

Thus, my need to construct a system whereby, from the moment I sit down to work, to the close of the work day, my thoughts are better harnessed to the job at hand, and my productivity is increased, all while allowing my natural creativity to fuel me with optimistic enthusiasm, knowing that my success doesn't only have to rest in some unfounded, subjective hope, but can actually be measured. I can know that, whenever I am called upon to account for my time spent, I can respond confidently, and with real data prove that my employer's investment in me is paying off.



TARGET: Create a productivity system that is simple, yet powerful enough to compensate for my own mental challenges in maintaining it.

CHALLENGE: This system must be a “one-stop shop,” so that I remain “in” it from the time I open it to clock-in, to the time I clock-out. It must include tools I can use which can then be used to track my progress over the course of a single day, a week, a month, etc. Should I be asked to account for my time spent for a given interval of time, I should easily be able to quantify it (such as is reflected in a monthly report). I shouldn’t have to “think” too much in order to use this system. Once built, most tasks (especially repetitive ones) should operate autonomously, so as to improve my rate of job productivity, thereby increasing my job worth.

SOLUTION: Utilize the formula, drawing and graphic tools found in Microsoft Excel® to create a user-friendly, easy-to-understand and operate digital workbook productivity “station”. This workbook would be used to track hours worked, type of work accomplished, any additional tasks not specific to my usual job description (i.e. going to get the boss a cup of coffee), and might even include templates for specific, time-consuming tasks for which a template may be helpful. The pivot table® function would allow me to easily and quickly create charts and graphs from data entered, reducing the time necessary to prepare reports.

PROCESS: Presenting the Associate Productivity Station! From a time clock sheet (auto-calculating daily hours worked, with a rolling total from the first entry made), to a sheet to record guest or appointment interactions, a log for recording online work, to a coded sheet for entering other activity performed, this system successfully delivers specific, measured results. And each sheet in the workbook may be easily translated into a graph, customizable as to the data displayed and desired time interval (day/week/month/year, etc.).

