

# 6 HR POLICIES for Your Employees to Work Smart



## WORKING HARD VS. WORKING SMART: HOW HR CAN DEVELOP SMART WORKERS IN YOUR COMPANY

You've probably heard that working hard brings success. While it does take a lot of energy to reach the top, there are also ways you can introduce working smart to people in your organization. With the help of systematic shifts in your policies, you can reduce employee dissatisfaction and increase productivity in your company.

### WORKING HARD



### WORKING SMART



## BY THE NUMBERS

- Around **8.1 million** Filipinos work more than **48 hours** a week. (PSA)
- The average worker spends **13 hours** or **28%** of the work week on emails alone. (Atlassian)
- **85%** of highly productive companies integrate their time and attendance system with their payroll system. (Aberdeen Group)
- **96%** of professionals say employees make errors in time logging, which can lead to business loss and inaccurate reporting. (iReport)
- Highly-engaged employees are found to be **38%** more productive than those who are not. (Workplace Research Foundation)
- **3 out of 4** employees believe they are not given access to the latest technology to do their jobs fast and efficiently. (Stacked)
- Productivity improves by **20-25%** in organizations with connected employees. (The McKinsey Global Institute)
- Top-performers take breaks for about **30%** of their workday. (Greed)

## HOW CAN HR ENCOURAGE EMPLOYEES TO WORK SMARTER?



### 1 ENCOURAGE PEOPLE TO TAKE BREAKS REGULARLY

Create short engagement activities that can relieve stress and tension from your employees. Start simple initiatives like standing up from desks every hour.



### 2 OFFER FLEXIBLE WORKING HOURS

Flexible working hours create work-life balance and lessen the sense of constriction employees feel toward their jobs.



### 3 FIND OUT WAYS TO REDUCE EMPLOYEE EFFORT

Make surveys asking the suggestion of your team on how you can minimize employee effort and focus on streamlining processes that can be done faster.



### 4 PLACE A LIMIT ON MEETINGS

Create meeting structures for different departments based on need, along with the estimated time of duration. Long, unnecessary meetings can disrupt the workflow of all involved.



### 5 PROVIDE COMFORTABLE WORKSTATIONS

Organize the office in a way that makes sense. Have the receptionist near the door, make the washroom near all departments, place the printer near the department that needs it the most, etc.



### 6 INCENTIVIZE COOPERATION WITH POLICIES

Bonuses, free meals, and prizes make employees feel interested and involved with their work tasks.



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Sources:

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