BUT THESE ACTIVITIES ARE EATING UP TOO MUCH TIME.

Just say NO (to time-sucks)

Checking email and attending meetings is part of being an engaged team member, but

THESE ACTIVITIES ARE EATING UP TOO MUCH TIME:

Use collaboration software

$3.7 billion

in salary costs is spent in unnecessary meetings.

Invest in technology to avoid meeting overload.

Designate “email windows” 3x daily to alleviate stress and maximize personal productivity.

Teamwork tips

There’s no I in TEAM, but there is a ME. Good teams are made up of individuals with distinct strengths that collectively drive teamwork forward.

TIPS TO BRING YOUR PERSONAL BEST TO THE TABLE

Drawing on the strengths of the individual to unleash the power of teams

Make time for deep work

Carve out uninterrupted time to get in the zone. This is harder than you might think.

On average, workers spend:

There’s something in it for you

It’s not just about team productivity. Being a focused, engaged, and contributing team member is also GOOD FOR YOUR CAREER:

At Atlassian, we believe it’s the combination of every individual’s unique skills that makes teams truly great.

It’s simple math

(Time) x (Intensity of Focus) = Quality Work Produced

It’s known as “deep work.”

Know where you work best

76% of people when they need to get important work done.

Atlassian believes it’s the combination of every individual’s unique skills that makes teams truly great.

By present with your team

Meetings aren’t the enemy. They can be valuable forums for teams

PeOPLE ARE TOO DISTRACTED DURING MEETINGS:

4% multitask on video calls vs. 57% on phone calls. If you must work remotely, choose video.

Close your laptop

50% more mistakes are made when people have devices in front of them during a meeting.

Show up in person

80% of messages are received via body language.

Opt for video

4% vs. 57%

4% multitask on video calls vs. 57% on phone calls. If you must work remotely, choose video.

Teamwork tips

#1 contributor to workplace happiness is sense of belonging in a team

86%

86% of managers judge good teamwork skills when preparing to promote someone

75-85% of employee time spent in meetings

#1 contributor to job success is how you connect to other people

86%

86% of millennials can’t use the bathroom without refreshing their inbox

3.2 hours a day spent checking work emails

3 minutes working before getting distracted

11 minutes switching tasks

26 minutes before returning to a task post-distraction

76% of people

When they need to get important work done.

75% of managers judge good teamwork skills when preparing to promote someone

86% #1 contributor to workplace happiness

75-85% of employee time spent in meetings

#1 contributor to job success

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