

Proactivity

Synopsis

Proactive behavior is when people identify and solve problems before they occur. In the workplace, proactive behavior involves planning and preparing for upcoming tasks or noticing when others might need help.

➤ What are the advantages of being proactive at work?

The first thing that being proactive at work will help in your career is the clarity of goals and expected results. With this information at hands, professionals remain productive by being able to plan and execute tasks, while guiding the decision-making process with a focus on results.

Below, we've listed a few tips to help you to be proactive:

- **Self-awareness**
- **Plan**
- **Decision-making**



➤ What is Proactivity

Someone once observed: "There are three kinds of people: those who make things happen, those who watch what happens, and those who wonder what happened".... Proactive behavior refers to the first kind of person - those who make things happen.

Three examples of proactive behavior include:

A nurse who, whilst waiting for the doctor to arrive to see a patient, anticipates and prepares the equipment and information that the doctor might need, enabling the doctor to do her job much more effectively and rapidly.



In summary, proactive behavior has three key features:

- It is anticipatory - it involves acting in advance of a future situation, rather than just reacting. For example, the nurse in the example has thought ahead to anticipate the doctor's needs.
- It is change-oriented - being proactive means taking control and causing something to happen, rather than just adapting to a situation or waiting for something to happen. The production operator has caused a change in the way machines are changed.
- It is self-initiated - the individual does not need to be asked to act, nor do they require detailed instructions. For example, the new management consultant in the example has not waited to be given feedback, but has proactively sought it out.

Importance of proactivity

- Self-starting proactive behavior is increasingly important in the today's work context. There are at least three reasons:
- In an increasingly complex and uncertain work place, it is no longer possible to anticipate and pre-specify all required behaviours; employees must use their own initiative to identify what needs to be done. If they wait to be told, or follow only prescribed actions, they will be both inefficient and ineffective.
- The pressure for innovation means that employees need to be willing to make suggestions, try new ways of doing things, and take responsibility for bringing about change.



Multi-Tasking

Synopsis

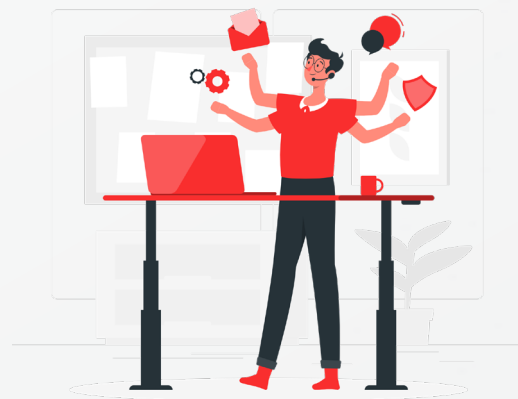
Multitasking refers to the ability to manage multiple responsibilities at once by focusing on one task while keeping track of others. In the workplace, multitasking often involves switching back and forth between tasks based on their importance and urgency.

➤ The Importance of Multitasking at Work

It is the ability to manage multiple responsibilities at once by focusing on one task while keeping track of others.

Multitasking skills are important because they create an efficient work environment. Here are the advantages of multitasking:

- * Multitasking saves time.
- * Multitasking saves money.
- * Increases productivity.
- * Reduces procrastination



Multitasking means prioritising and organising your work to balance multiple tasks simultaneously. When individuals possess these skills, they can accomplish tasks within deadlines and better maintain their productivity. Learning more about multitasking can help you advance your career and be competitive when searching for new jobs.

➤ What Are Multitasking Skills?

Multitasking skills refer to a skill set that typically allows you to handle several responsibilities simultaneously. When you possess these skills, you usually realise the importance of focusing on a single task while monitoring other tasks. Prioritising work, eliminating distractions and creating schedules are some important aspects of multitasking. In a workplace, you can employ these skills to switch between different tasks effectively. Answering phone calls while taking notes, preparing multiple dishes simultaneously and working on a project while planning another are some examples of multitasking.

Examples Of Multitasking Skills

Multitasking includes many skills that can help you become a more productive professional. Here are some examples:

Organisational skills

Effective multitasking typically involves knowing what tasks you are to complete and when. With good organisational skills, managing your time usually becomes easier, as you know how to plan your day, week or month in advance.

Prioritisation skills

Assessing your responsibilities to complete tasks efficiently is an important aspect of prioritising your work. This assessment can help you organise your tasks and complete them by productively managing your time.

Scheduling skills

Apart from Prioritisation, you can manage your time by creating helpful schedules. Scheduling is your ability to work on complex tasks by categorising them.

Delegation skills

In a work setting, you often seek assistance from your colleagues to complete different tasks. With the help of your team members, you can meet your deadlines.

How To Improve Multitasking Skills

Below are some steps you may follow to improve your multitasking abilities:

- Create to-do lists
- Prioritise your tasks
- Group similar tasks
- Remove distractions
- Monitor your progress

