

Building Your Team

5 Ways to Make Your Office More Productive on Fridays



Everybody's working for the weekend, but is anyone getting stuff done on Friday? If your office is like most, Friday is the least productive day of the week as employees start shutting down and making plans for their weekends. But with a little planning and inspiration, Fridays don't have to be time-wasters. Try implementing our tips in your office to make the most out of the last day of the work week.

- 1. Get rid of email and meetings.** Pick Fridays as the one day a week to say farewell to the two biggest time vacuums in your work life. Many offices have seen a productivity bump when they designated a "no email Fridays" policy. The policy can't apply to messages from customers or clients, of course. But try banning email for internal communication. If employees need to communicate, have them talk to each other. Meetings are another black hole for time management. If you must have meetings on Friday, limit them to 10 minutes or less—and don't make major assignments on Fridays that could be forgotten by the following week.
 - 2. Schedule breaks.** Fridays are usually quieter, which in theory means you should get more done. But sometimes the quiet is distracting, and employees end up daydreaming and checking Facebook. Plan to work in increments and schedule breaks. Instead of trying to blast through your entire to-do list, work in chunks—and check your fantasy football picks at breaks.
 - 3. Plan ahead.** While Fridays are a time for winding down, you know Monday morning will bring a barrage of things to do. Use the down time to plan ahead. Have a "Monday" folder on your desk or in your email, and file notes to yourself so that you walk in with a plan of action on Monday.
 - 4. Help others.** For most, Fridays are laid back, but there's always one person in the office struggling to get it all done before the end of the week. Maybe that person just needs help filing a few papers or making some phone calls. Encourage employees to help each other out on Fridays. It's good for office camaraderie and productivity.
 - 5. Forget Fridays.** This tip requires planning ahead, but if Fridays are so unproductive, why not get rid of them (mentally at least)? Encourage staff to work like they only have Monday through Thursday to get it all done. When Friday hits, they can spend that time doing the menial tasks we all have and avoid. If you know you're not going to get much done on Fridays, try not to have big deadlines or assignments due that day.
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