

# Pick Up the Pace of Productivity

Using individual work analytics to bolster personal productivity.



It doesn't take an analyst to see that business as usual is **not always efficient**. You know it when you find yourself sending emails during meetings just to stay afloat. But what if you could look at how you spend time at work, identify those low priority meetings and activities, and free up your calendar for more productive tasks? After all, we all have our own individual ways of working—so why don't we have **individual** work analytics?

## Where Does the Time Go?

First things first, to understand individual productivity, it helps to look at how the organization functions as a whole. According to a report by McKinsey Global Institute, this is what the average workweek looks like:

### Time Spent by Task



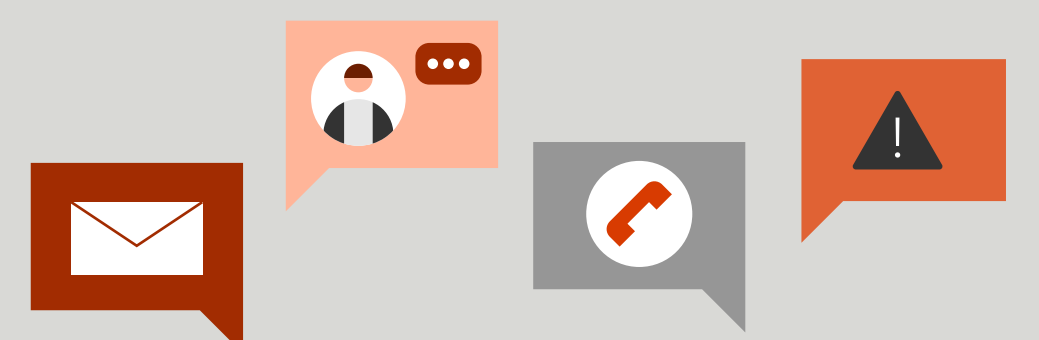
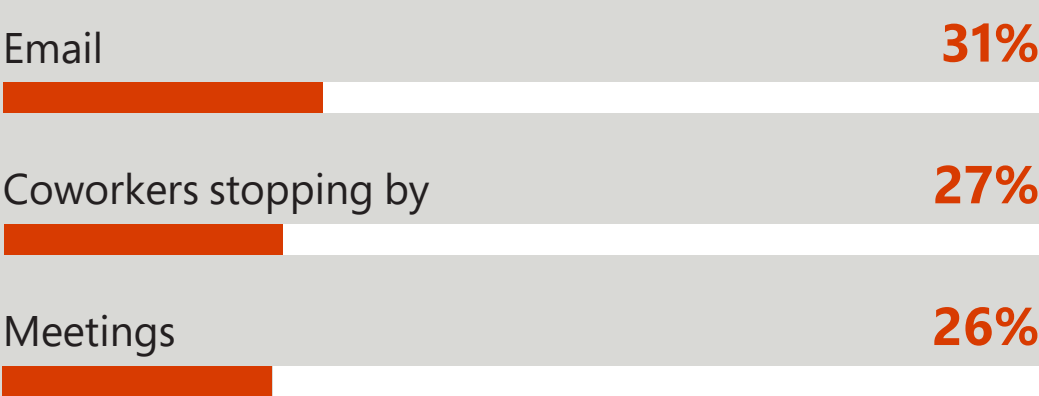
A Bain & Company survey found that senior executives spend an average of **2 days per week** (28%) in internal meetings.

The same executives rated **more than half** of these meetings as “ineffective” or “very ineffective.”

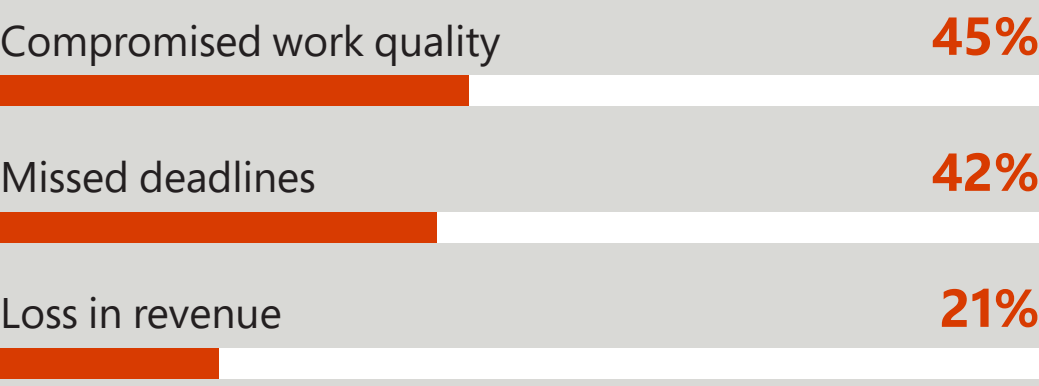
## The Cost of Lost Time

With so much time spent in meetings and sending emails, you might wonder how much work gets done. A 2015 survey by Harris Poll, sponsored by CareerBuilder, reveals the causes and effects of ruined productivity.

### Top Workplace-Related Productivity Killers



### Consequences of Distraction



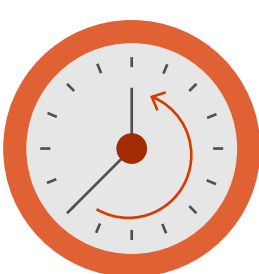
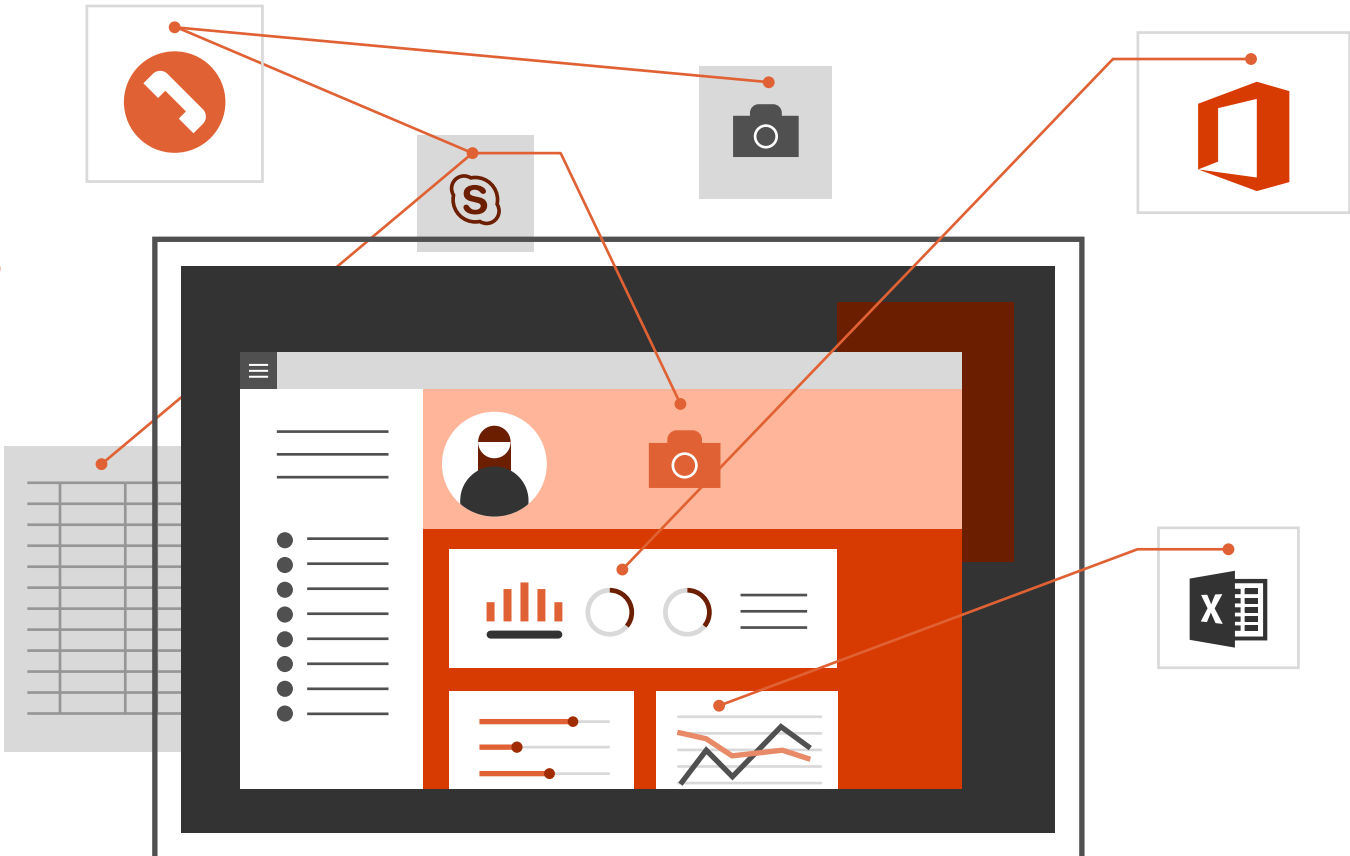
### Make Up for Lost Time

Imagine what you could do with better visibility into your daily work schedule.

- 1 More insights
- 2 Less second-guessing
- 3 Less looking
- 4 More doing

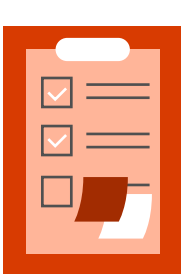
## Be More Effective With Delve Analytics

Powered by Office Graph, Delve Analytics provides a personal analytics dashboard and Outlook add-in that helps free up your precious time in order to work more efficiently on the most impactful activities.



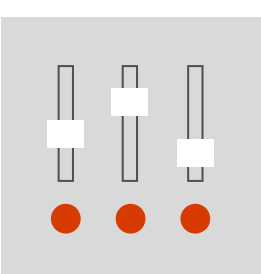
### Get your time back.

- Gain insights into how you spend your time at work.
- Identify low-value meetings, and free up hours on your calendar.
- Ensure that activities align with your top priorities.



### Manage your time effectively.

- Understand your top connections, recent interactions, and collaboration patterns.
- View metrics to ensure you're on track with your goals.
- Identify contacts with whom you may want to re-engage.



### Customize.

- Set goals for time by category including meetings, emails and focus time.
- Understand your email and meeting effectiveness, and take action to improve impact.
- Get benchmark data to compare against peers.
- Control how your data is shared.

“The capabilities in Delve Analytics look great. Until now, we haven't had a way to help our employees understand how they are using their time beyond looking at the most basic KPIs.”

Mark Allen, Head of Customer Experience and Operations Technology, Qantas Airways Pty Ltd

Delve Analytics is time and relationship analytics for the enterprise. Let your data tell its story. Learn more at [office.com/enterprise-solutions](https://office.com/enterprise-solutions).

#### SOURCES:

“The Social Economy,” 2012, McKinsey Global Institute | “Your Scarcest Resource,” 2014, Harvard Business Review/Bain & Company | “The Most Common and Strangest Productivity Killers at Work,” 2015, CareerBuilder/Harris Poll

