



Institute of Management Services

The Home of Productivity Professionals

September 2023 Newsletter

The Institute of Management Services Virtual AGM

The Institute AGM will be held on **Friday 13th October at 10.30am**. All Institute members are invited to join this virtual meeting.

Please email admin@ims-productivity.com requesting access details for the virtual Teams meeting. You should include your full name, membership grade and home address in the email. A link to the meeting will be provided two days prior to the meeting.

Changes to Institute's Articles of Association

All Institute members are encouraged to attend the AGM as it's your opportunity to play a positive role in the management of the Institute and to influence its future.

The Institute Council of Management is asking members at this AGM to support a resolution to amend clauses 32 and 33 of the Institute Articles of Association which are the legal rules under which the Institute operates.

The current Institute Articles of Association indicate that the Institute's Council of Management can only effectively operate if it has a full complement of eight elected members on its Council. In practical terms this means that Council cannot make any decisions if its membership falls below eight, other than to appoint to fill a vacancy, which could take several months.

The proposed changes will remove this restriction whilst still retaining the need to have a full complement of eight Council members, it will allow Council to fully function provided it has its stated quorum of four in attendance at any Council meeting.

Autumn Journal [Click Here](#)



Institute of Management Services

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What is productivity theatre?

A new survey report by Visier a leading company in people analytics, investigates the concept of "productivity theatre" which is the concept of some employees spending up to half a working week on trying to look busy instead of actually performing any meaningful work. The report investigates this concept of performative busy work which is called "Productivity Theatre"

Productivity theatre occurs when employees prioritise performative work over more valuable tasks. Performative work refers to the worker undertaking activities that mostly create the appearance of busily generating product and value rather than contributing to meaningful business results. In small doses, this could be relatively harmless, but added up, it's a true threat to a company's overall efficiency.

In February 2023, Visier surveyed 1,000 U.S.-based full-time employees to better understand employees' productivity theatre habits and the factors that drive decision-making in the workplace. The survey investigated why employees may feel pressured to "play productive" such as attending unnecessary meetings or spending excessive time on administrative tasks.

5 Ways to Look Busy At Work



The report concludes that employers need to consider changes that encourage employees to prioritize tasks for the sake of providing value, rather than proving to others they're online and busy. Likewise, when it comes to deploying new initiatives that could increasingly cause employees to compare themselves to their peers, employers should be mindful of how they communicate and roll out these programmes, and intentionally measure the impact on employee motivation and well-being over time.

The full report can be seen at:

<https://www.visier.com/blog/productivity-survey-shows-performative-work/>



Dreaming of Productivity



It seems like a given that sleep improves productivity. Being well-rested and having a good workday are seen as going hand in hand. Forthcoming research from the University of Notre Dame gives a suggestion for the cause of this: dreams.

In instances where people are able to remember their dreams, individuals may still feel the impact of their imagined experiences in day-to-day life. Resilience can be improved through dreaming and a particularly awe-inspiring dream may make any future tasks at work feel more doable, because they are only a small part of the wider experience of life. Noting these types of dreams is something which may extend their benefits through the ability to return to them.

However, the benefits of sleep with regard to productivity are not restricted to long periods of sleep. The benefits of a short nap have also been seen, particularly in terms of improved creative thinking. Those who nap increase their productivity through reduced irritation as well as experiencing less stress.

When napping, there is a risk of pushing it too far: if you're asleep for longer than 30 minutes, then you're more likely to experience some disorientation after waking up. So keep your naps short, and if you can dream, even better!

Focusing on Fridays



Recent editions of our newsletter have discussed the 4-day work week and the effect it may have on productivity. New research has added to the list of possible benefits of this approach. Friday afternoons are seen to be the time when people make more mistakes and spend less time on the computer. This trend is in keeping with a curve of completed tasks which reaches its peak on Wednesdays and is at its lowest on Mondays and Fridays.

The 4-day week is one suggested solution to this – as seen previously, those participating in trials experienced better sleep, less stress, and an improved home-work balance. But what other options are there?

Hybrid working offers a change in environment and a reduction in travel time which could contribute to more productive Fridays, but for those who are (for any reason) unable to implement either of these strategies, individual time organisation may have a big impact. By making use of time management strategies to shift the key parts of your workload to an earlier point in the week, the effects of this may be lessened, keeping typing errors and other mistakes out of vital work.

Institute of Management Services

Notice of Annual General Meeting

Friday 13th October 2023

NOTICE IS HEREBY GIVEN of the fifty-eighth Annual General Meeting of the Institute to be held as a virtual meeting on Friday 13th October 2023 at 10.30 am to conduct the following business.

- 1) To receive the 2022 Annual Report and Accounts.
- 2) To confirm the following Bye-Law No 1/2023. Membership subscription for 2024 shall be for Life Membership at a rate of £355.00 for all members. An Affiliate Membership fee of £235.00.
- 3) To amend the Institute's Articles of Association – section 32 and 33 (see front page for information)
- 4) To authorise Council to appoint Auditors and fix their remuneration for the ensuing year.
- 5) To note the elections to Council.

Institute members wishing to participate in the meeting should indicate their intention to do so and request the Virtual Meeting access code by emailing: admin@ims-productivity.com by Friday 6th October 2023.

By Order of Council of Management 5th June 2023

Institute of Management Services FORM OF PROXY – FOR CORPORATE MEMBERS ONLY

(full name).....of (full address).....

..... Membership Grade.....

Membership No Hereby appoint Dr A Muir, 1 Berryhill, Finglassie, Glenrothes, Fife KY7 4TQ or failing him the Chairman of the meeting to vote for me and on my behalf in accordance with the directions, if any, given hereunder at the fifty-eighth Annual General Meeting of the Institute to be held as a virtual meeting on Friday 13th October 2023 at 10.30 am and at every adjournment thereof.

RESOLUTION NO 2 FOR / AGAINST * (Bye-Law No: 1/2023)

RESOLUTION NO 3 FOR / AGAINST * (Amend Articles)

RESOLUTION NO 4 FOR / AGAINST * (Appointment of Auditor)

***delete as applicable**

As witness my hand the.....day of2023

Signed.....

This proxy form must be delivered to Dr A Muir, 1 Berryhill, Finglassie, Glenrothes, Fife KY7 4TQ by no later than 10 am Friday 6th October 2023. The name of Dr A Muir has been inserted (or chairman of the meeting) to ensure that your vote is cast in the way you have indicated. You may however, insert another proxy holder if you wish who must be a corporate member of the Institute, but your vote will not be recorded if he or she is not present at the meeting.

Aging populations and the need for productivity boosting automation

Since before the Industrial Revolution, technologically inclined companies have looked to automation for better ways to make and deliver goods and services. And while the golden age of robotics and artificial intelligence (AI) may yet be decades in the future, today it is these sectors that hold promise for investors and companies alike.

What is driving this trend? First, changing demographics. In the years ahead, automation will become a matter of necessity as shrinking working-age populations around the world drive companies to rely more on AI, machine learning and robotics to stay productive.

Another factor is declines in cost and accelerating developments in technologies that power automation, including the recent breakthroughs in generative AI programmes capable of having human-like conversations, creating articles and even editing computer code. Now, after years of saving, many companies are primed to begin deploying capital into these technologies.

These trends are creating exciting new opportunities for investors, tied to both the companies' enabling automation as well as those harnessing its power to maintain a competitive advantage.

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Featured Articles

AGM Notice & Proxy form
Adam Smith's 300-year Anniversary
Risk Management and Governance
Five Ways to Transform Your Business

Institute AGM

Friday 13th October 2023

Email: admin@ims-productivity.com to request a link to join AGM teams meeting, you must provide your name and address and membership grade



Achieving excellence through people and productivity

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Management Services Journal

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