

A PULSE ON PRODUCTIVITY

Time management and communication are the keys to improving small business productivity

Small business owners are confident

96%

think their business is headed in the right direction

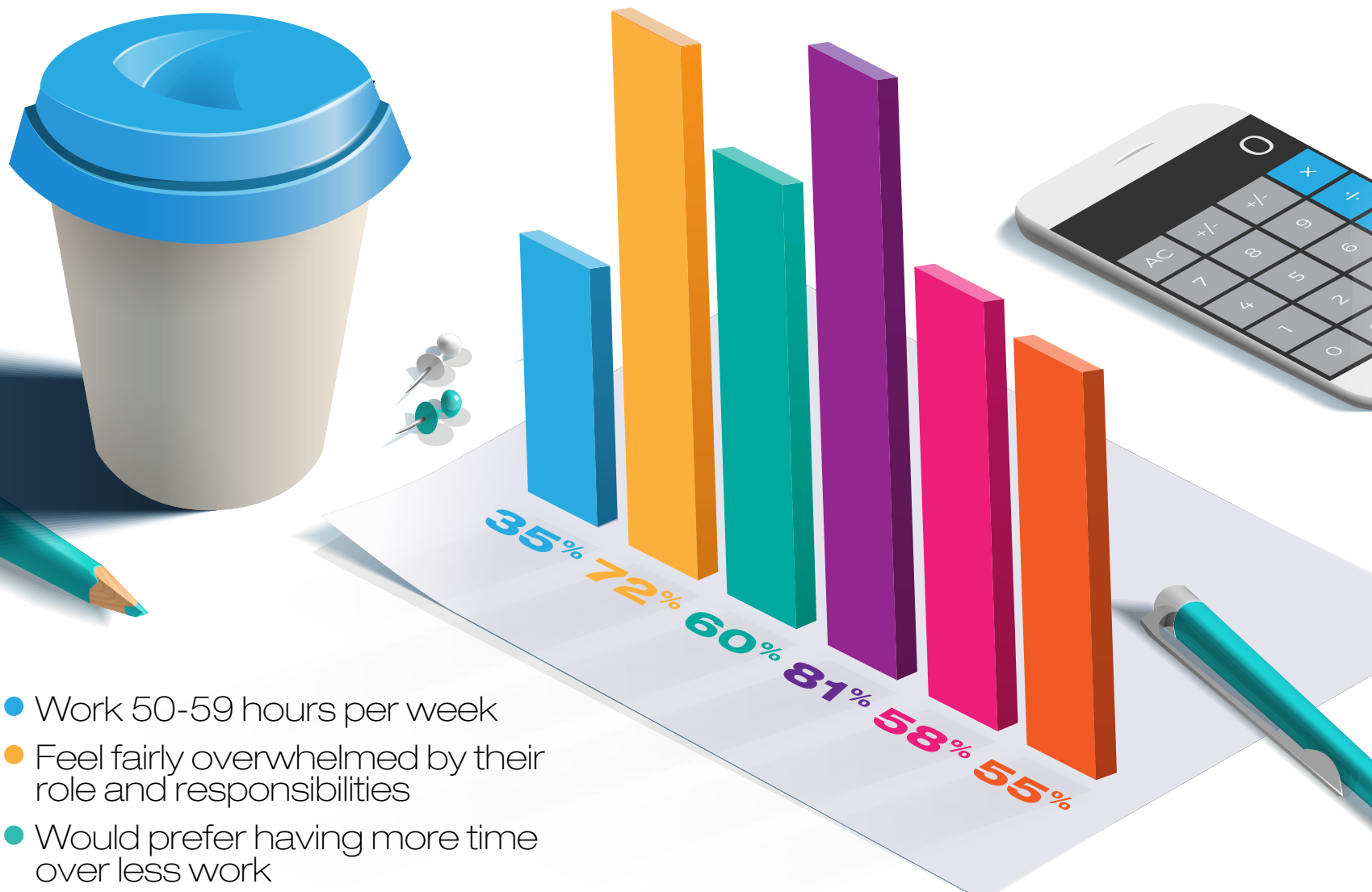
92%

feel their business is in the **growth or maturity stage**



WORKING IT

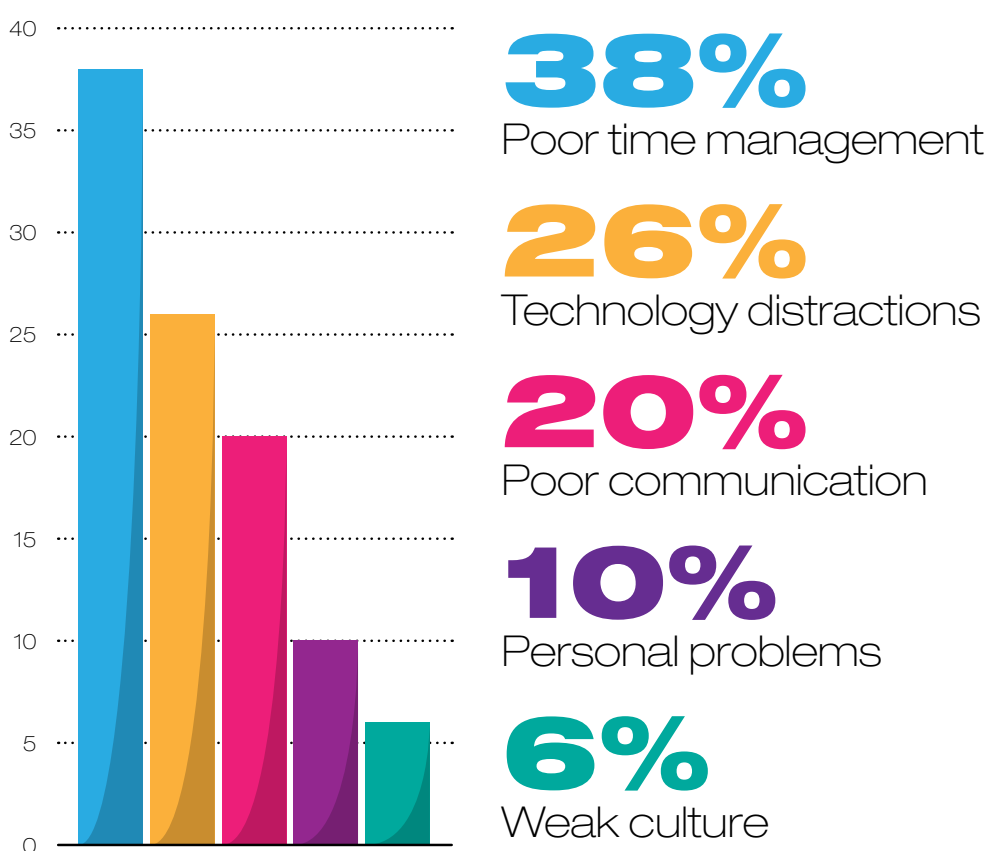
They put a lot of time into their work—and wish they had more hours in the day



- Work 50-59 hours per week
- Feel fairly overwhelmed by their role and responsibilities
- Would prefer having more time over less work
- Are most productive in the morning
- Work best from a private office at work
- Prefer to do one task at a time

TIME GRABBERS

They face the following challenges when it comes to their own productivity:



39% of owners find paperwork to be the **biggest time waster**

THREE STEPS TO IMPROVING PRODUCTIVITY



Time management

33% say scheduling finite times to answer emails would improve productivity

Communication

56% believe better communication would improve employee productivity

Delegation

64% feel they need to delegate more responsibility



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