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Best Business Skills - Productivity by [Amy Groot](#)

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Time management allows for productivity. When you can manage your time efficiently, you can get more work accomplished during the day. Many people read their email constantly throughout the day which of course wastes a lot of time. Time management is one of the top business skills that falls under the realm productivity. If you have the ability to be productive, you will be viewed as a hard worker, and someone who will go far in his or her respective career.

leadership training is a top business skill that assists with productivity. Not everyone is a leader. The best leaders are natural leaders and this type of skill cannot be easily taught. You can learn Leadership concepts in executive leadership training though. Leading means taking the lead and having an initiative to help others reach a common goal. Don't wait around for a project to get started, start it yourself. Taking the initiative is important and shows you are a true leader.

Meeting management is Productivity sub-skill that is one of the top business skills many companies require. You cannot hold a meeting without the capability to manage it, or all attendees are wasting their time and the company as a whole will be losing productivity. Managing a meeting effectively means that you are covering important issues that need to be addressed to a team without wasting time - careful organization and planning ahead is the key to this skill.

You also must be personally productive. Having the ability to be personally productive is one of the top business skills companies look for when hiring for a position. Some people are social and talk too much at work while others are detail oriented to a fault. You must have the energy required to maintain productivity when you are working on tasks without being easily distracted with other employees and issues.

Productivity is part of the top business skills that you must have if you want to be successful in your career and personal life today. Skills that fall under productivity include managing meetings, leadership, Time management, and personal productivity.

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