

### **Why should we leave the office late again?**

Nowadays, working overtime is not uncommon and such problem is getting more and more severe. Heavy workload, stressful circumstances, are no doubt blocking us from leaving the office on time. In this article, light will be shed on the negative effects of working overtime, and how we could tackle this thorny problem effectively.

To commence with, the first negative impact recurring to my mind is that we are lacking commitment to work. Hong Kong, a metropolitan city, is extraordinary fast-paced. We are only allowed to step forward. If we cannot catch up with our colleagues' progress, we will feel frustrated, and our self-esteem will be lowered inevitably. Thus, lower productivity and satisfaction result in low confidence again. Hence, it is self-explanatory that a vicious cycle which keeps bothering us to bolster working performance is created.

Besides, under no circumstance should we overlook the fact that working overtime could cause undesirable effects to our health, both mentally and physically. When it comes to the physical side, it is self-evident that a tough working condition is going to result in headaches and stomach aches, let alone just become sleepy. This is an office-scale obstacle rather than an individual one. In the worst-case scenario, it may even impede the company from operating smoothly and hence suffering from losses.

Above are the brief situation and negative effects of leaving office late. The followings are some suggestions that could help us to deal with them.

To start off, boosting communication effectiveness does really help. Nowadays, people tend to sacrifice meeting hours for more personal working time. Being a team player, never should we forgo the precious chance for communicating. Not only does an effective communication enhance the relationship among workers, but also bolstering our working efficiency. It could ensure everyone knows their tasks well, as well as preventing any misunderstanding. In other words, our productivity increases exponentially.

It is of paramount importance to use tools to assist us. For instance, being an ordinary officer, 'Word', 'Excel' are no doubt our most familiar software. However, have you ever thought shortcut keys rather than there's a myriad of 'control + c' and 'control + v'? Pressing 'control' and 'backspace' simultaneously allows you to delete the whole word instead of a single alphabet, whereas 'home' and 'end' travel you to the frontmost and backmost of a line. Furthermore, some third-party applications could help us send emails using the identical template to any group of people regardless of its number, by simply clicking a key. 'Work smarter, not harder'. With the aid of the unexpectedly fundamental keyboard and programs, it is patently obvious that we could nail our job much better and faster.

In conclusion, being an efficient worker is no easy task. All staff members are the most precious asset of our company. We value all employees including their good health. It requires high level of problem-solving skills to cope with the pressure caused by working overtime. Rome was not built in a day. It is high time we tried to apply the techniques on our office hours, work in a team to achieve higher productivity and business efficiency. Leaving the office at the stated time with all tasks completed properly is not a dream after all.