

# Working Conditions that can have an Impact on Employee Habits in a Workplace: A Theoretical Study

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## ABSTRACT:

This research paper emphasizes habits and the key habits relating to employees in their workplace. Most people may improve some of their work habits and so become more efficient and productive employees. Different managers may stress unique characteristics, yet certain habits are universal in any profession. Knowing which work habits are crucial will assist you in determining where to concentrate your efforts. Organizations can assist employees in establishing habits by recognising which routines to begin and which to discontinue. One of the most effective ways for organizations to identify this is to break down their strategic and cultural ambitions into individual-level goals and behaviours to strive for.

**Keywords:** Habits, workplace, work environment, employees.

## I. INTRODUCTION:

Every workplace is unique, but most will have some level of noise, activity, and other pertinent distractions. The ability to concentrate on a job boosts productivity and can enhance work quality. If you are constantly going back and forth or becoming sidetracked, you will lose your flow. While working on tasks, you may forget important details or overlook information.

Making changes to your work environment might help you focus more effectively. You may move your office so that you can't see what's happening in the corridor. If noise is an issue, consider using a white noise machine or listening to music through headphones that helps you focus. You may arrive early to complete your task before other employees arrive if your employer offers a flexible work schedule.

Taking breaks may also help you concentrate. Focusing on a single project for a lengthy period of time might make it difficult to concentrate. A quick walk around the office or

some fresh air will help you refocus on the work at hand. When changes are allowed, businesses may include cues in the new environment to help employees adopt new habits. This may be achieved by giving individualised coaching, which, when assisted by technology, can deliver cues in real-time.

## Work habit

Any of the behavioural, ethical, and practical components used by employees to contribute to job performance requirements that meet company guidelines are referred to as a work habit. A firm foundation of good work habits establishes a standard for efficiency, productivity, dependability, and teamwork. Cooperation, effective communication, policy adherence, organization, punctuality, regular attendance, and time management are examples of basic work habits. Employees that practise strong work habits can supplement their typical job obligations and tasks by aiding their peers in auxiliary roles to maximize corporate efficiency and productivity and meet the bottom line (profitability).

## II. REVIEW OF LITERATURE

Kohun (1992) defines the work environment as a whole, encompassing the ensemble of forces, behaviours and other influencing factors that currently and/or potentially compete with employee activities and performance. The work environment is the sum of the interrelationships that exist within the employee and the environment in which the employee works. Brenner (2004) believes that: This increases organizational effectiveness and enables employees to benefit from collective knowledge. He further argued that a work environment aimed at employee satisfaction and the free exchange of ideas is a better medium for promoting employee productivity and motivation.

Stup (2003) explained that in order to achieve performance standards, employers must keep employees' tasks on track to achieve organizational goals or objectives. By completing tasks and tasks on time, employers can monitor their employees and improve their performance. Additionally, a reward system based on employee performance should be implemented. This aims to motivate employees to do more at work. There are several factors that Stup (2003) describes for successful employee performance. Factors include physical work environment, equipment, meaningful work, performance expectations, performance feedback, rewards for good or bad systems, standard operating procedures, knowledge, skills and attitudes.

We know that employee performance is directly related to employee motivation. This claim has been supported by various management theories since his Henry Gantt writings on Frederick Taylor's "The Principle of Scientific Management" in 1911 and his "Works, Wages and Profits" in 1913.

Modern methods of employee motivation management are employee-oriented and more effective (Gardner and Lambert 1972). Maslow (1943) argued that people should survive, earn a living from financial compensation, make new friends, have a stable job, have a sense of accomplishment, feel important in society, and develop a sense of identity. said to work in Job satisfaction. Every employee who is happy with their job is a top performer at their job.

### **Constrictive habit formation can aid in categorising the behaviours that are likely for people working in a company**

Organizational skill-building no longer entails assembling individuals in a confined classroom and conveying information one way. Contemporary employees, like new-age firms, are focused on self-paced learning, which places the individual at the centre of capability development. The advent of remote working and, as a result, the necessity to become digital has changed how learning is transmitted and consumed. While many employees continue to work from home, the employee bears the burden of learning. Leaders must encourage this transition by investing in cutting-edge learning technologies and content to unleash the best in their workforce. Several firms have responded by redesigning their learning ecosystems, but this can only be accomplished if learning is integrated into the daily lives of the employees.

### **Usage the power of teams:**

It is critical to keep current on the skills landscape and anticipate future skill demands in order to remain relevant and bring value to the company. The introduction of AI and machine learning, for example, was a natural step in the growth of big data capacity. Maintaining a record of future talents and hot skills to acquire would be ideal for other informational growth as well.

### **Investing in learning while working:**

Learning must be a continual activity, yet finding time to study while working may be tough. Find opportunities to practise the skills you're acquiring at work and remind yourself of your learning habits; organise a review appointment with a mentor and reserve time on your calendar.

### **Boost employee collaboration:**

Good team management is the culmination of various sub-skills that must be cultivated actively. Cohesion, communication, negotiation, grievance redressal, problem solving, and critical thinking are just a few of the necessary abilities for professional success. Find chances for cross-team learning and work rotations that will help you build these abilities.

### **Inquisitiveness and discussing issues:**

Being inquisitive and asking questions of credible and genuine knowledge bases is possibly the single most significant habit that may help a professional flourish. Being interested entails making it a habit to keep current. Additionally, asking smart questions is a great method to show your worth at work.

Employee performance is a key multifaceted concept designed to produce outcomes with a solid relationship with an organization's stated aims. Performance is the fundamental multi-character element targeted to allow individuals who share a significant relationship with the organization's planned objectives.

### **Effects of workplace environment on employee's performance**

Employees are extremely valuable assets in any firm. A good organisation is one that looks after its people. This is frequently accomplished by paying close attention to their working atmosphere. This is due to the fact that employees spend a significant portion of their life at the office performing their duties. As a result, their mental and physical states, focus, behaviour, actions, and

talents are all influenced by their work environment. It has a significant impact on both staff engagement and performance. In reality, the workplace culture makes a significant contribution to the organization's ability to sustain a high level of employee productivity, and hence organisational productivity.

Workplace environment can pertain to anything that exists around employees where they work and influences how they perform their duties. It consists of both external and internal conditions which can influence the working spirit and hence, reflect in their performance at work. Employee performance and the physical working environment have a strong interaction. Employee performance, contentment, social relationships, and health are all affected by their working environment. Workplace environmental circumstances are essential aspects that impact employee morale and job satisfaction, and hence their performance.

#### **Behavioural components of workplace environment:**

Aside from the job scope itself, one factor that significantly influences how employees feel about work is the workplace environment. A positive work environment makes employees feel good about coming to work, and this provides the motivation to sustain them throughout the day. Some of the behavioural components are:

##### **1. Transparent & Open Communication:**

A transparent and open method of communication, in essence, meets the employee's desire to believe that what they have to say is valuable. It is what helps employees feel like they are a part of the organisation. Employment becomes meaningful when workers understand how their contributions influence the company with which they are linked. So, it is critical for employees to discuss the organization's philosophy, mission, and values on a regular basis during retreats, meetings, and so on, to ensure that everyone understands what they are working for other than their paychecks. Having open discussions gets people involved and allows them to share their views and perspectives on how to achieve company goals. After this, the management side will give their own perspectives on how to fulfil the organization's mission.

##### **2. A balance between personal and professionalism:**

There must be a balance between career and personal life. In general, having that sense of

balance will increase job satisfaction among employees because they will feel as if they are not neglecting other aspects of their lives that are as important, if not more, to them than work. Employees might feel more confident about themselves and perform better at work when they meet their many needs and goals in life, such as those of family, friends, spiritual interests, self-growth, and so on. Apart from that, people who have had greater life experiences outside of work can apply what they've learned to their profession. In other words, work-life balance may foster innovation and unconventional thinking.

##### **3. Training & Development-Focused:**

In an era when change is more prevalent than ever, firms must keep up with the changes and train their employees suitably. For example, technology is advancing at such a quick pace that what organisations frequently utilised 10 years ago may be rendered outdated today. Adapting to change has never been more important in this period since those who do not are replaced. This is true for both the individual and the organisation. A development and advancement organisation has a defined strategy for training its staff in order to sustain and improve the organization's overall productivity.

##### **4. Recognition for Hard Work:**

Incentives are required to encourage specific behaviour in individuals. It encourages people to do their job effectively and to offer their all. It is also utilised in organisational behaviour management: rewarding employees who put in effort for their job encourages similar conduct in the future. A reward does not have to be monetary in nature; it may be as easy as promoting the employee to a higher position, or it can be as simple as a simple verbal acknowledgement by the supervisor. Employees will naturally feel appreciated by the organisation when their efforts are adequately rewarded and recognised by management. Such a mindset is beneficial to the firm since employees will be prepared to go the additional mile without fear of not receiving anything in return.

##### **5. Strong Team Spirit:**

We naturally seek support from our peers and desire to join to a group as social creatures. When things go rough, the team should band together to deal with whatever issues arise. Here is where the team's sense of oneness is stimulated, and employees no longer feel as if they are only working for themselves. They are now

collaborating on something greater than themselves.

### **Emotional conflicts when changes in the workplace are initiated**

Change is unavoidable in an organization, but it doesn't make it any simpler to manage. Organizations that effectively implement large-scale changes to remain competitive must anticipate the sorts of emotions their workers may have so that they can comfort them and assist them to focus on the firm's success.

### **Resisting the Change**

Resistance is one of the most natural reactions to change. Employees are understandably hesitant to test new processes or take on new responsibilities. Employees may have new bosses or team members as a result of organisational changes, or they may be working in a whole new area of the business with a focus that is unfamiliar to them. As a result, they may prefer that things stay the same. Employees frequently respond in this manner because they are unaware of the reason for the change. Employees will not comprehend how the change will influence them if businesses do not express their vision for the organisational transformation and the advantages to the firm. This contributes to their initial resistance when learning about impending organisational change.

### **Job Security**

Fear for job security is one of the human emotions to change in the workplace. Downsizing and rightsizing are two examples of organisational transformation. Going through a merger or acquisition procedure may also result in the organisation having duplicate responsibilities. Employees who are through this type of organisational upheaval are afraid of losing their employment. Being laid off is stressful, and the individual has no idea what their job future holds. Leaders may not have all of the answers employees require to relieve their worries in many circumstances of organisational transformation. Leaders must be honest and forthright with their personnel in these situations.

### **Doubting the Leadership's Vision**

Employees may have doubts about the upcoming organisational changes. Some may disagree with the company's current path, while others may believe that changes are destructive to the work they have already completed. Workers who do not completely trust in the strategy may lose faith in the company's leadership during times

of organisational transformation. As a result, corporate leaders must excel in areas like change management, automation, design thinking, and other aspects of organisational transformation in order to make the best decisions for the company's future and instil trust in the workforce.

### **Stress and Anger**

Employees may become annoyed and agitated when learning new work procedures and systems or exploring a new location. The addition of additional duties or aspects to learn may appear to be an annoyance. This may need them to work longer hours and on weekends in order to keep up with their usual workload. Even if the change is just transitory, it might elicit a wide range of unpleasant emotions. At periods of organisational upheaval, employers may need to provide adjustments for employees. This may entail modifying deliveries objectives or expectations, with the knowledge that staff must focus on learning their new positions. Moreover, managers and company leaders must remind employees that this transformation is not an inconvenience, but rather an opportunity for employees to gain new skills and excel in other areas of the organisation.

## **III. CONCLUSION:**

Employers should reward employees with promotions to acknowledge their service, and value individuals who consistently develop and display. For many people, developing strong work habits is critical to job stability, as is earning a good reputation with employers and coworkers.

When performing a job search for future employment chances, a history of good work habits might be advantageous. Qualified applicants can use prior employer(s) as well as personal references to authenticate the potential candidate's most recent employment status. However, many individuals who stay in the same job for a long time get into a pattern, acquiring boring work habits that eventually lead to carelessness. Communication is essential for eliciting more favourable responses from employees. It is critical to create a narrative for the transformation and link all communications to that framework. This consistency in message reassures employees and provides stability at a period of transition. It's also critical to explain how the change will benefit them particularly. Employees may be more open to the notion of change if they grasp the benefits and how it pertains to their work.

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