

# WorkTime: Strategies to get the MOST out of WorkTime

<b>1. Set clear, measurable goals</b>	<b>1. <a href="#">Set goals</a></b> for productivity attendance, and active time ( <a href="#">What are the right goals for my team?</a> ).
<b>2. Setup WorkTime for proper productivity and attendance tracking</b>	<b>2. <a href="#">Define working</a></b> hours to accurately measure performance employee performance. <b>3.</b> For smaller teams, specify vacations; larger teams often skip this step. <b>4. <a href="#">Assign productivity tags</a></b> for the most-used applications and websites.
<b>3. Communicate expectations transparently</b>	<b>5. Inform employees about monitoring.</b> You can use the provided <a href="#">employee handbook</a> , <a href="#">announcement samples</a> , and <a href="#">monitoring policy templates</a> to support this process. While not every company announces monitoring upfront, approaches vary: some choose to monitor first and announce later—often seeing a significant shift in performance KPIs. Others announce monitoring in advance, which is a requirement under GDPR. Choose the approach that aligns with your goals, values, and legal obligations. <b>6. Inform employees about your expectations—share performance goals clearly.</b> Transparency around goals helps employees stay focused and aligned with company objectives. <b>7. Use role-based access to manage visibility.</b> Some WorkTime customers grant Viewer access to every monitored team member. A Viewer can be configured to see only their own reports or reports from other employees, depending on your strategy. Different organizations apply different access models based on their culture and needs.
<b>4. Review performance trends</b>	<b>8. <a href="#">Setup scheduled reports</a></b> to keep yourself automatically informed about employee performance. Automated reports save time and ensure consistent performance tracking. <b>9. <a href="#">Setup alerts</a></b> to track key events such as late arrivals, idle time, or unproductive activity. Alerts help you respond promptly to performance issues without constant manual oversight
<b>5. Provide timely, constructive feedback</b>	<b>10.</b> Use real data to guide discussions. Recognize achievements and address concerns early. Keep feedback balanced—celebrate wins, not just problems. <a href="#">Progress</a> , <a href="#">leaderboard</a> , and other WorkTime reports are excellent tools for this purpose.

[Try WorkTime now](#) – 14 days Free on the Enterprise plan

Experience privacy-first, performance-focused monitoring.

Questions? We're here to help - [info@worktime.com](mailto:info@worktime.com) [1-877-717-8463](tel:1-877-717-8463)