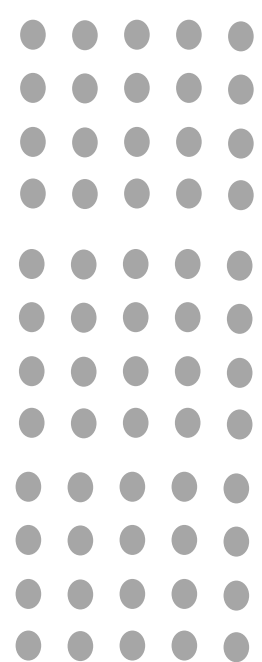




# **INTRODUCTORY**

# **MANUAL**



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# 01

## INTRODUCTION

Most of us have a frantic work rhythm, doing more of one task at once with the wrong idea we are being more efficient. This is the point where personal life and working rhythm need to find a balance, and here is where the slow movement claims for the needs of the people. The slow movement was born in Italy 30 years ago with the concept of “slow food”, asking for time to enjoy healthy and natural food instead of industrial fast food, but not only as a product, but as a philosophy to reconquer the time we had lost for ourselves. Adapted to the labor work, we can find concepts such as slow company, slow management and the essence of our project, slow work.

This is the origin of SNAIL, based on the idea of the higher productivity of works made with calm, dedication, attention to details and enjoyment of the creative process. It is **Slow, Necessary And Improves the Level: SNAIL.**





SNAIL philosophy is linked to the introduction of Emotional Intelligence in the workplace, cognitive flexibility and the development of social skills in the work world, those social skills the market is demanding today and which will be basic for workers, but also for companies, organizations and entrepreneurs in the next decade. SNAIL is doubled focused in the worker and the final product. For companies which follow this philosophy, the most important thing is to increase the level of motivation and creativity of their workers, thus the productivity will be higher and the possibilities of long-term employability will be better. At the same time, they are making clients happier than if they offered a massive but worse quality product. SNAIL bets for projects and products made with the maximum dedication, thinking in more profits for companies



## 02 WORK, HEALTH AND SLOW MOVEMENT

The distribution of working time and working pace is for the



company a factor of performance, production cost, optimal utilization of plant capacity and, consequently, efficiency. Working time and working pace is one of the aspects of working conditions that has the clearest impact on the daily life and on the health and well-being of workers. The Harvard Business School report 'The Downside of Downtime' (2018) has shown how some basic aspects of the work environment can enhance the ability to be creative in jobs; these include freedom to make decisions about one's work; encouragement from leaders; and achieving a healthy balance between challenging or interesting work, on the one

hand, and the extraordinary pressures of workload, on the other. In addition, University of California Davis professors Elsbach and

Hargadon have suggested that we find ways to balance our workday activities with a mix of "mindful" (cognitively demanding) and "mindless" (cognitively easy) activities. More broadly, the "slow work" philosophy challenges the unsustainable practice of doing everything as fast as possible and offers an alternative framework to energise and help people better align their personal and professional priorities. It urges us to interrupt our routines in ways that may at first appear to compromise productivity, but which actually enhance creativity in the long run.

## 03 THE RISKS ARISING FROM THE PACE OF WORK

When working conditions are correct, the development of personal and work competences is favored and as a consequence, higher levels of job satisfaction, business productivity and motivation are generated, and workers obtain greater experience and professional competence. However, when workers have to develop their activity exposed to inadequate work pace, psychosocial risks appear. The pace of work can become an accelerating factor in health risks for workers, which can not only have important repercussions in the individual psychological sphere, favoring the appearance of different symptomatology, such as: anxiety, stress, violence, work anxiety or Burnout syndrome, among others, but these consequences are also reflected in the company, negatively affecting the working environment, encouraging absenteeism and prolonged and/or recurrent sick leave, reducing the quality of work, interpersonal relations, productivity, etc.



Very intense work rhythms generate a greater demand for effort and therefore lead to fatigue. Having to work under an intense work rhythm is one of the fundamental factors that give rise to job dissatisfaction and stress. Work occupations that go hand in hand with a high pace of work, favour dissatisfaction, demotivation and absenteeism, and are detrimental to teamwork. The symptoms and physical and mental health problems caused by an inadequate work rhythm are the following:



SLEEP PROBLEMS



LACK OF CONCENTRATION



DIZZINESS AND HEADACHES



MEMORY LOSS

IRRITABILITY



PERMANENT

TIREDNESS

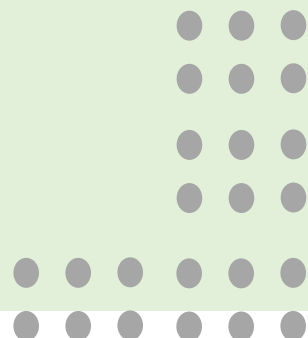


LOW MOOD

NEGATIVE

THOUGHTS IN

RELATION TO WORK







# 12 MOST IMPORTANT ENEMIES





Dealing with a lot of demands of help can be a daunting experience and having the courage to be assertive in such circumstances is not easy for some people. It must always be acknowledged that everyone has the right not to fulfil a demand of help.

Poor organisation is the number one enemy of companies. Many people do not take a minute out of their day to think about what they really have to do at work, plans to make, activities to carry out, which has serious consequences, both at work and in terms of health.



New forms of organisation, short deadlines, restructuring affecting some organisations and the jobs themselves or professional relationships have a direct impact on the working conditions of employees, which can directly affect their health, with work-related stress being one of the main consequences.

Adopting the slow work philosophy means learning, first of all, to use the time spent at work wisely and to dose one's energies in order to devote the right amount of attention and concentration to each task. Poor time management is therefore the main enemy of slow working.





## 5 MULTITASKING

According to several scientific studies, when we put our heads into multitasking mode: we want to take it all in and end up not taking care of anything. Or, at best, we take twice as long to process and internalise more irrelevant data. Multitasking makes us concentrate less well on each issue, which makes us take longer and be less productive.

Emotional balance is the combination of emotional intelligence with a trained mind that is capable of recognizing and responding to emotions as they arise. It makes a big difference in the workplace in terms of how people interact and collaborate.



## 6 EMOTIONAL BALANCE



## 7 DISTRACTIONS DISORDER

A great way of improving productivity is determining what is grabbing our attention. Disorder at work not only negatively effects productivity, but is also one of the enemies of slow work philosophy.

Routines give us freedom, allow our brains to rest and be fresh to be creative, and save us time because they are automatism established as habits that do not need any kind of management.



## 8 DEVELOPMENT OF HABITS

## 9 SOCIAL MEDIA DISTRACTIONS

Mobile phones, emails, social networks, ... there are many reasons why workers can be distracted. Technology and new working conditions seem to have increased stimuli and it is often difficult to concentrate.

It is clear that being there to support others is positive, but sometimes, we internalise so much of this dynamic of pleasing everyone at work that we end up sacrificing a good part of our lives in order to make others feel a little more comfortable. Knowing how to establish a balance between what you give and what you receive is more complicated than it seems.

## 10 THE "HELPER" TRAP

## 11 AVOIDING DELEGATION

Our time is limited and so are our capacities, knowledge and skills. That is why it is important to delegate - or rather, to know how to delegate. When we put our trust in others to carry out a task or function, we automatically begin to see positive aspects in the production.

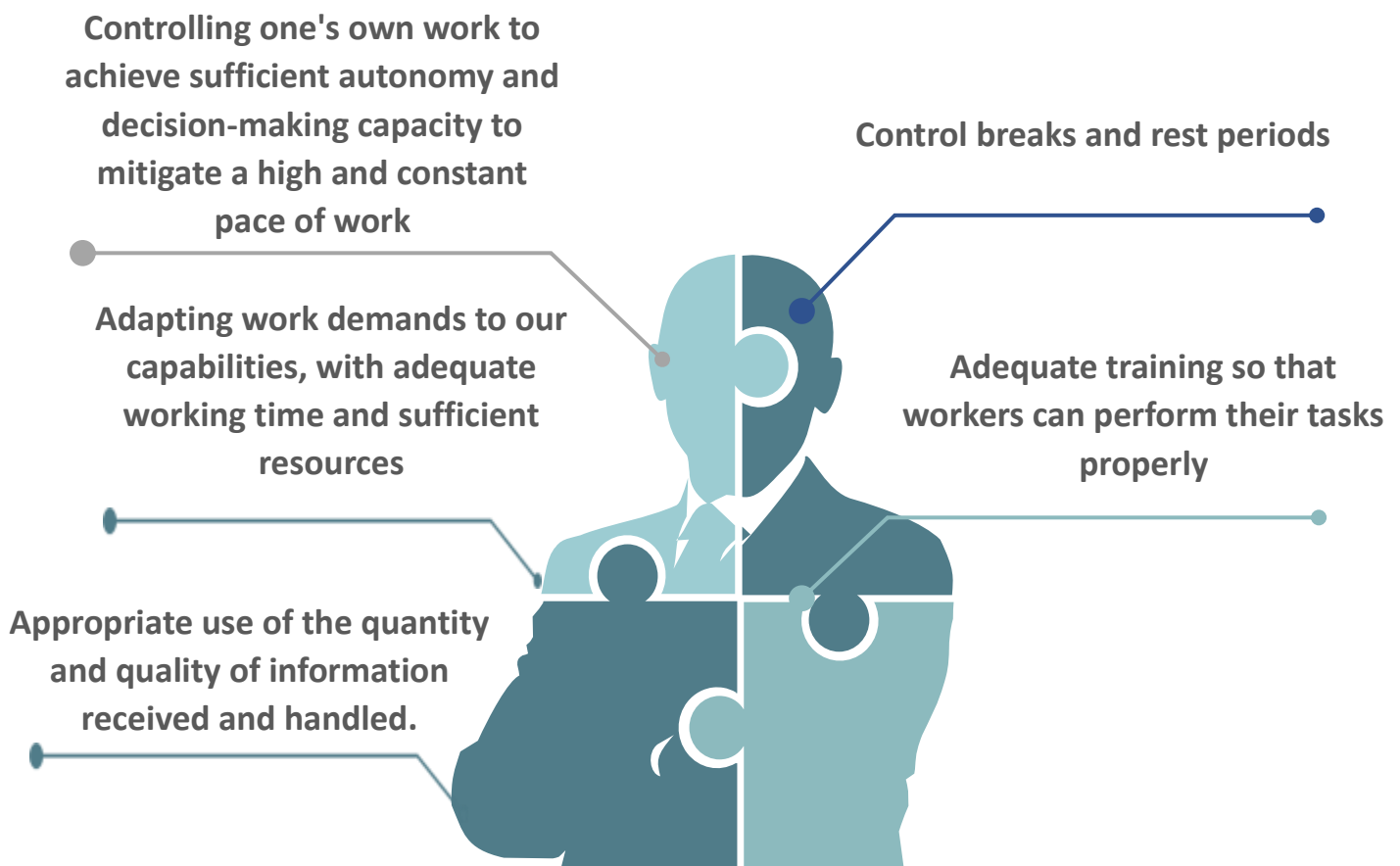
Core values are the fundamental beliefs of a person or organization. They guide a person or organization's behaviour with others. They are essential when you make decisions, build relationships and solve problems.

## 12 CARE FOR VALUES

There are many and increasingly sophisticated enemies that can disrupt the pace of work. All these enemies of the pace of work lengthen our working day or prevent us from finishing our tasks on time.

Poor planning, not knowing how to prioritize tasks or put them aside, disorder and interruptions are some of the main enemies of slow work and why we waste so much time at work.

Some recommendations to fight against these enemies of slow working may be:







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# snail

## Slow, Necessary And Improves the Level

[www.slow-work.eu](http://www.slow-work.eu)

