

NEW YEAR Manager's Resolutions:

1. Be a great manager
2. Lead my team to remarkable achievement
3. Get promoted

Great management and leadership **may be the missing ingredient** in remarkable achievement:



Your team members ...

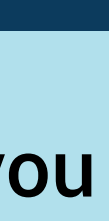
- Can't achieve goals they don't understand or care about
- Can't get motivated when they don't feel appreciated
- Won't follow through if no one is accountable
- Can't improve without your feedback and input

WORKING HARD \neq LEADING THE WAY

Achieving remarkable results requires *transparency, tools and discipline* for:



Goals & Metrics



Actions Required



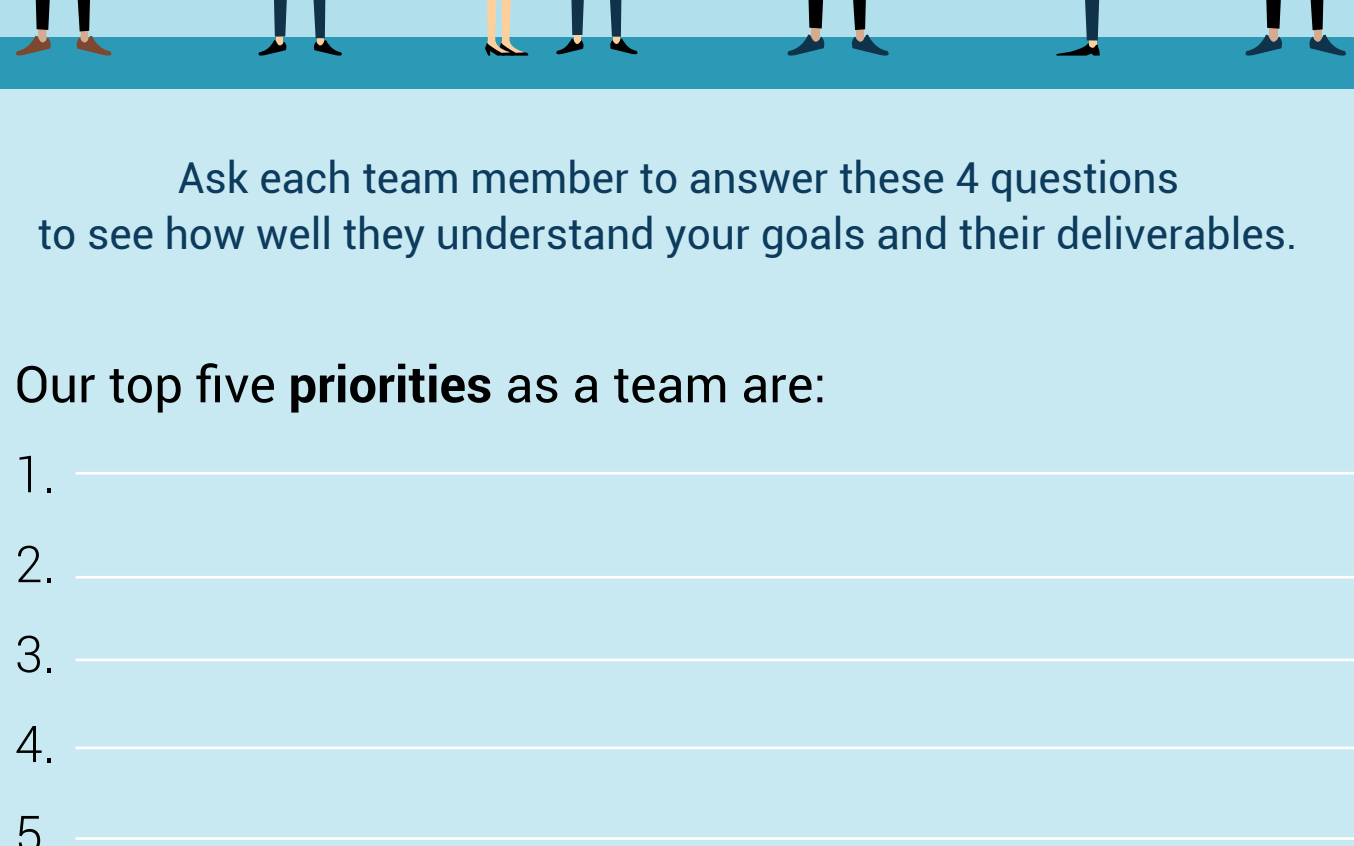
Progress Accountability



Feedback & Reward

How far do you have to go to achieve your management and leadership aspirations?

Take this quick assessment on your management effectiveness:



Ask each team member to answer these 4 questions to see how well they understand your goals and their deliverables.

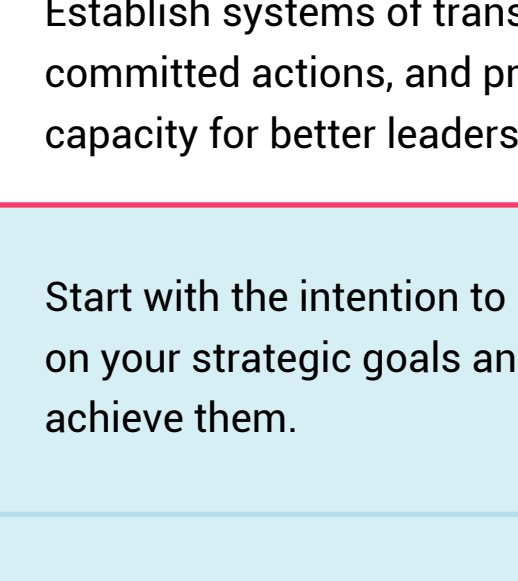
- 1 Our top five **priorities** as a team are:
1. _____
2. _____
3. _____
4. _____
5. _____
- 2 The 10 most important **action items and deliverables** I'm responsible for in the next 21 days are:
1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____
- 3 I ☐ am totally aware ☐ sort of understand ☐ am baffled by how **my actions** support our business goals.
- 4 My career **aspirations** for the next year are:

In three years, I'd like to be:

Ask yourself these 5 questions:

- 1 I last communicated **our goals** ____ weeks ____ months ago.
- 2 I last communicated **specific feedback** to every team member ____ days ____ weeks ____ months ago.
- 3 Our five **priorities** and strategic initiatives for the next 90 days are:
1. _____
2. _____
3. _____
4. _____
5. _____
- 4 My 10 **most important** action items and deliverables in the next 21 days are:
1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____
- 5 To get status on our **progress** toward goals takes me:
☐ five minutes ☐ five days
☐ 55 minutes ☐ six weeks into next quarter
☐ five hours

BUILD YOUR LEADERSHIP CAPACITY and skills for 2015.



Jump start new leadership skills and habits with this daily framework to balance time between engaging your team and executing your plans:

BASELINE

Establish systems of transparency on goals, priorities, committed actions, and progress to plan to create capacity for better leadership.

MONDAY

Intentions

Start with the intention to be a great leader. Get centered on your strategic goals and assess what's needed to achieve them.

TUESDAY

Mission

Communicate or reinforce the mission and ensure team activities align with goal achievement through direct engagement.

WEDNESDAY

Coach

Invest time in enabling your team members to succeed. Rather than asking for status, ask what you can do to help. And listen to the answers!

THURSDAY

Execute

Focus on what you need to do to achieve the goals. Guard against diversions on misaligned or reactionary activities (e.g. ignore email missiles!).

FRIDAY

Calibrate

Tune into your top, mid and bottom performers and their needs and contributions. Identify career paths for each and allocate time advancing them on it.

SATURDAY

Rejuvenate

Don't work, even a little. Renew your energy with exercise and enjoyment.

SUNDAY

Reflect

Bring your inspirations and aspirations consciously to mind. Drop all doubt about your ability to achieve.

To sustain new practices, focus on the day's theme. Week by week, your intentions will get stronger, the mission clearer, your coaching better, execution more consistent and your results will be stellar.

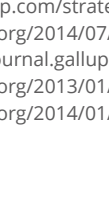
Make **2015** your remarkable year!



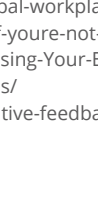
Get a leadership lift with Workboard!



Goals & Metrics



Actions Required



Progress Accountability



Feedback & Reward

Get Workboard FREE for your team at www.workboard.com

workboard

The Zen of Achievement

Sources:
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