



THE COMPASS

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Providing Direction for Individual and Organizational Success!

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Top 10 Ways To Make Sure Your Actions Produce More Results

1. Start with the end in mind.

Develop a clear picture of what you want to accomplish. State the end results in one sentence that even a child can imagine, understand, and remember. Consider the power of President Kennedy's goal "to send a man to the moon and bring him safely back home within this decade". Thousands of people did very detailed work and spent billions of dollars based on this simply stated goal.



2. Develop a written plan.

Get it on paper (or on the computer). Make the plan as specific as possible, in terms of what will be done and by when.

3. Enlist support of others.

Let them know what you are doing, and how they and others will benefit from the results you want to produce. Invite them to lend their support however they can.

4. Set up milestones and reporting systems.

Break the job down into segments, and set target dates for finishing each segment. Develop a reporting system on paper or via a good software program. Send regular reports to people who are working on your team, or who have an interest in your project.

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Do You Have Leadership Traits?

Find out if you're a true leader by seeing if you possess these qualities:

- **Leaders start** projects by asking "What has to be done?" instead of "What do *I* need?"
- **Leaders next** ask "What do I have to do to make a real contribution?" The answer best suits the leader's strengths and the needs of the project.
- **Leaders continually** ask "What are my organization's purposes and objectives?" and "What qualifies as acceptable performance and adds to the bottom line?"
- **Leaders don't** want clones of themselves as employees. They never ask "Do I like or dislike this employee?" But they won't tolerate poor performance.
- **Leaders aren't** threatened by others who have strengths they lack.

Source: Peter Drucker, cited in *Forbes ASAP*, 60 5th Ave., New York, NY 10011.

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ONE MINUTE IDEAS

Dragging Links

Did you know that you can click and drag links on a web page to other browsers, and even your desktop? In many Windows browsers, you can click on a link, and while keeping the mouse button down, drag that link to another browser window to view the linked page in that browser. You can also create a desktop shortcut for that link by dragging to the desktop.

Improving Skills

When advising employees to improve their skills, give them specific tasks. Example: Rather than saying "Treat customers more warmly," say "Smile more, make eye contact and answer their questions directly."



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5. Have a support system.

Set up the supports you need in your work and in your personal life. Have one or more advisors that you meet with regularly to report progress, and get advice and encouragement. Your personal coach can be one of these key people.

6. Monitor progress and make adjustments.

Realize that even the best plans need to be adjusted in the heat of battle. Make adjustments quickly and respond to new opportunities or short cuts along the way that help you reach your destination faster. If you find it difficult to get around or through certain roadblocks, get help and advice promptly.

7. Form mutually beneficial alliances with others.

Find out what other people or groups are natural allies and team up with them so you can help each other reach your objectives more easily and effectively.

8. Work your plan regularly and continuously.

Maintain a high focused activity level yourself, and get help when you need it. Don't try to do everything yourself. Delegate as much as you can, and follow up with those to whom you delegate work.

9. Keep your allies on your side and your enemies at bay.

Inform your allies about progress you are making and problems you are having. Thank them for their help. Protect yourself from important enemies by setting up and maintaining boundaries between yourself and your enemies. Recognize that enemies can be within you as well as about you. When you find that you are doing things that impede your own progress, replace that activity or habit with a better one. Ask your advisors what you personally can do better. Then put the corrections in place.

10. Celebrate progress along the way.

Share the glory. Recognize and thank the people who have helped you produce results.

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Web Site Of The Month!



This resource contains the latest state-level data on demographics, health, and health policy, including health coverage, access, financing, and state legislation. Site also allows you to compare data for all the states.

Check it out at: <http://www.statehealthfacts.kff.org/>

