



Bottom Line

in Business

HELPING PEOPLE AND COMPANIES WORLDWIDE ACHIEVE THEIR DREAMS AND GOALS

SORRELL ASSOCIATES 740-824-4842

Help Perfectionists Be Better Managers

Perfectionists set high standards and push themselves hard. That's fine for self-motivation and career moves, but it can cause problems if they supervise others.

When your perfect protégés move to management positions and refuse to cut anyone any slack, you need to:

- **Help** them see and acknowledge that all people make mistakes, and that occasional mishaps don't preclude success.
- **Coach** them to recognize the difference between who they are and what they do for a living. Example: Just because they see themselves as demanding perfectionists doesn't mean they should magnify a minor defect in an employee's otherwise excellent report.
- **Encourage** them to publicly recognize what goes well and not dwell on every error. Remind them that steady praise will improve the morale of those they supervise.

Source: Entrepreneur, Entrepreneur
Irvine, CA 92714.

INSIDE THE

Help Perfectionists Be

Failing Employees

Qualifications Of The Leader

One Minute Ideas

Failing Employees

Help them succeed

Employees failing?

Time, money, and a lot of energy for you and your organization?

Set employees up to succeed not fail. Make sure your employees know:

- **What the job is.** Make sure you explain to each person specific directions and/or goals about the job or task.
- **Explain how to do the job.** Be available to answer questions or give directions on how to do the job or task.
- **Make sure a person or situation doesn't interfere** with employees' ability to do the job.

Sorrell Associates, Copyright protected worldwide.

Motivational Quotes

"The average person puts only 25 percent of his work. The world takes in more than 50 and stands on its head between souls who devote Carnegie

only part way toward the dark to our success."

— Henry David Thoreau

We do the hard part for you!

We research hundreds of publications and get copyright permission for the articles that we don't write.

This is a very time consuming and expensive task.

We save you time and money by creating the newsletter for you.



PROJECTS AT A GLANCE

Color-code your calendar so you can tell at a glance the status of projects or assignments.

Examples: Red ink for high-priority items that day; blue for anticipated project deadlines; green for following up other people's work; black for daily scheduled work.

FASTER DECISIONS

According to research at the University of Southern California, sitting at your desk may cause inefficiency. When you stand, your pulse rate increases by ten beats a minute. This increased blood flow to the brain helps you to make difficult decisions 20% faster than if you were sitting down. So, if you need to think faster, get out of that chair and stand up!

COLD CALLING TIP

When prospecting a company for the first time and the voice mail system asks if you want to hear the company directory, listen to it. You may hear titles with the names and you can also learn the correct pronunciation of names.



QUALIFICATIONS OF THE LEADER

It is by no means enough that a leader should be capable in his or her profession. He or she must be that, of course, but also a great deal more. He or she should be as well a gentleman or gentlewoman of liberal education, refined manners, punctilious courtesy, and the nicest sense of personal honor.

A leader should be the soul of tact, patience, justice, firmness, and charity. No meritorious act of a subordinate should escape his or her attention or be left to pass without its reward, even if the reward is only a word of approval. Conversely, he or she should not be blind to a single fault in any subordinate, though, at the same time, he or she should be quick and unflinching to distinguish error from malice, thoughtlessness from incompetence, and well meant shortcoming from heedless or stupid blunder.

Adapted by Thomas S. Baer of Baer Resources from "Qualifications of the Naval Officer" based on letters of John Paul Jones.



Gary Sorrell
His company
Consulting
levels of the
managers, super
staff. His company is dedicated to helping people
and companies achieve their dreams

We customize each issue with your logo, picture, and/or bio.

The newsletter looks as though you created it yourself...professionally!

For results you can count on contact Sorrell Associates at 740-824-4842 or e-mail gary@newsletterville.com

Need a newsletter for your business?

Let us create it for you!

⇒ **2 page newsletter. PDF / Word / HTML**

⇒ **4 page newsletter. PDF / Word / HTML**

Call for more information:

Sorrell Associates 740-824-4842

All articles, quotes, and material in this newsletter are copyrighted. ©. No part can be reproduced, redistributed, or forwarded in any form without specific written consent from Sorrell Associates and copyright holder(s).

All rights reserved worldwide.