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○ ISS 1 | ○ VOL 2 | ○ 2005

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Leadership Success

ANSWERING QUESTIONS AND PROVOKING THOUGHTS
ON BEING MORE EFFECTIVE IN THE WORKPLACE

Sometimes, showing up and doing your job is not enough. It is important to consistently evaluate whether or not you are doing what is best for your company.

Are you the "right fit" for your company?

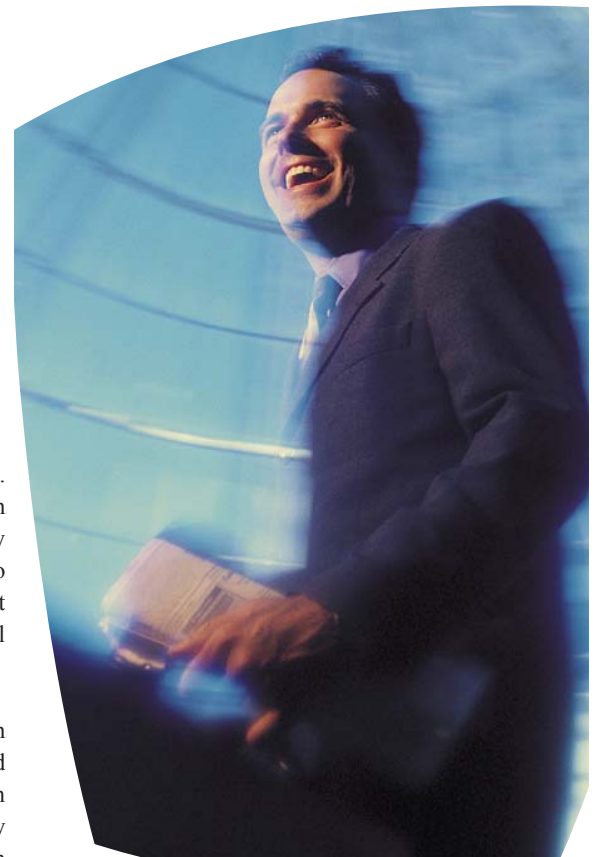
How many times have you asked yourself, "When am I going to get a better job?" Perhaps the answer is not when are YOU going to get a better job?", rather, "Am I the 'right fit' for my company?"

Determining whether you are the "right fit" for the company you work for takes a tremendous bit of soul searching and true critical analysis. If you have worked for your company for several years, you may not have changed quick enough to meet the needs of your forever-changing company. Consider evaluating what is going on within your company. How has it changed within the past several months or even years? The best advice is: **Take a look at what you are doing differently than you were in past times.**

Today, companies need to find ways to stay constantly competitive. Large companies often hire teams to evaluate the competition and decide if their products

and services are indeed staying competitive. When changes need to be made, they often implement the changes without properly bringing everybody in the company up to speed. When this happens, employees get frustrated, because "things just do not feel right" to them.

It is not just large companies that suffer with employees that feel frustrated and dissatisfied with their jobs. Companies of all sizes can grow more efficiently and effectively if they include every individual in communication that discusses: **1)** What changes are being processed; **2)** how the changes are taking place; **3)** who is responsible for making each change; **4)** why the changes are being made; and **5)** what should be expected within a well-defined period of time. Likewise, channels of communication should always be left open for members of the organization to give feedback and ask questions about the change taking place. Follow-up reviews of mistakes and process should be continual through the end.



Change can only be effective if all organizational members feel that they are participating effectively in a team and that has a clear vision. Also, each member should know how they are playing a part in that vision. Importantly, members must also be truly listened to and not "shut-out". When employees can confidently express ideas and give feedback; glitches and problems can be addressed quicker and thus, make the change more effective. ■

GROWING SUCCESS



True organizational success can only occur if every member of every team feels like they are a positive-contributor to a “bigger-picture” and successful means to an end. You may have heard the story of the two millionaires that placed a bet to decide whether it was money or success that determined long-term motivation. As the story goes, the two millionaires decided to finance a research project that would last one whole month and cost thousands of dollars. Although the research could not be considered scientific by any means, it does effectively portray real life and gives food for thought for managers and leaders at every organizational level.

One day, two friends--CEOs of rivaling companies were sharing their lunch break at an exclusive restaurant downtown. The older of the two men was complaining that he could not get his employees to work hard enough. He suggested that his employees were basically lazy and that he was going to hire a consultant to find new ways to motivate his work teams. The second CEO agreed that hiring an outside expert, such as a leadership consultant was a very good idea and shared that the most-successful companies in the world benefit greatly by such external services. He suggested that perhaps the older CEO was not paying his employees what they each thought they were worth. He suggested that money is the “ultimate motivator” and that raises should be distributed immediately throughout the company.

The older CEO scoffed at the idea that money had anything to do with the motivational problem and that he would prove it. He suggested that the two CEOs place a bet about money and motivation. Together, they decided to hire a panhandler who was standing outside of the restaurant to test their hypothesis.

The offered the panhandler several thousand dollars to dig a hole in the courtyard of the older CEOs office complex. After the hole was dug exactly two-feet-by-two-feet-by-two-feet, it was be document by the panhandler recording how long it took for him to dig the hole. Once the hole was completed and the documentation was done, the hole needed to be filled back in and then dug again within the same guidelines.

The CEOs contracted the panhandler to do this job over-and-over again for a period of one month. At the end of the each week the CEOs would check-in with the panhandler to see how his work was going and pay him for the week of work.

At the end of the very first week, the panhandler quit his job and stated that no matter how much money he was offered to do this job it was “just not worth it.” He pointed out that this job was meaningless and without being able to see any reason for doing it, he was not motivated to do it any longer, “I am just not happy.”

The moral of the story: People are generally more motivated by work that has notable meaning and has discernable reason for doing it. Money is great motivator, but sustains only limited results. ■

Getting the most from your work day

Time management is an essential skill that every member of every kind of organization needs to know. Here are the basics...



Of course we are all-equally limited to 24 hours in each day. Everybody has heard about time management. Some people who claim to be experts at managing time may not be practitioners of the science behind the art of time management. Time management is very simple, but must be practiced consistently throughout the day in order to yeild the maximum benefits. You will find it valuable to make the time and investment of teaching every member of your organization the art of effective time management. In the long-run, you will be glad you did.

Time management experts and trainers agree that the key to managing time effectively is all about effective list-making. The lists can first be worked out on pieces of scratch paper, but eventually must be recorded in an electronic scheduler or paper calander/planning filer.

It is important to remember: That whatever type of scheduler you choose, it should be highly portable and easy to carry on your body from place-to-place. If you choose to use an electronic handheld device or PDA, consider one that is easily expandable and allows you to transfer data to your personal computer or to other PDAs.

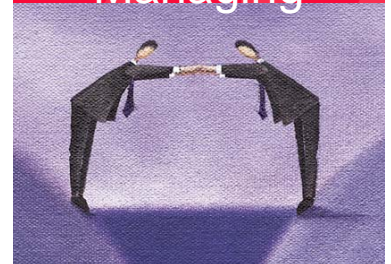
Effective time management consists of deciding what needs to be done over the time periods by month, week, day, then finally by hour. Look at your calander decide what needs to be done and when.

It is then critical to prioritize them according to when they need to be completed and how much time it will take to do it. When each task is mapped out according priority, record when they must be started by, then give yourself the gratification of crossing them off as they are completed. ■

If you have enjoyed these articles and would like to receive more, please contact me. I would be honored to help you and your organizational members become happier, more productive, and effective.

Sincerely yours,

CREATING WINNING TEAMS:
Building & Managing



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