

# Improving Results

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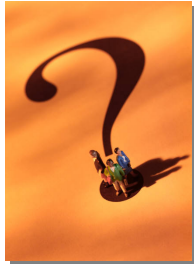
*By Facing Our Challenges, We Discover Our Potential*

**STRATEGIC SOLUTIONS 510-432-7596**

## *Managing Your Staff With Questions*

Asking questions is a great way to get your staff involved, motivated, and engaged in their daily jobs. If you make this a part of your daily routine you'll be sending the message that their opinion really matters. In addition you may get some incredible ideas to help your company grow.

- ✓ What part of your job takes too long?
- ✓ Is there anything that caused you to waste your time in order to get a task completed?
- ✓ What else was wasted?
- ✓ What takes too many people in order to complete?
- ✓ Do you have any suggestions or ideas on new products, services, or ways to grow the company?
- ✓ If you owned the company what would you do differently?



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### **INSIDE THIS ISSUE**

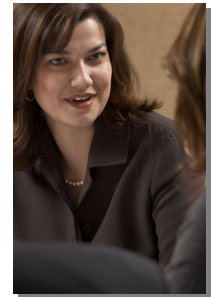
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## *How To Develop Top Talent Within Your Company*

Most would agree that any organization is only as good as its employees. Creating a high performance company filled with talented workers has been the Nirvana that most CEO's and other company leaders dream of. This is not easy to achieve by any means, and tends to be an ongoing aspiration. Voltaire said, "Grow your own gardens," and he was right. It is up to company executives to learn to recognize and foster those talented individuals with potential for development within an organization.

Three things that can boost talent and lead to the highest performance are:

- Hiring strong and agile leaders who can easily adapt to change
- Building strong employ engagement so that workers become committed to delivering on strategic goals
- Make collaboration work for your company



In order to give talent a real chance within your organization, it is important to be on the constant lookout for real creativity among your employees. Note those individuals who seek out new and unique methods of problem solving and nurture those approaches with incentive rewards.

Take advantage of the fact that each employee has unique and interesting life experience, skill, and education. View these diversities as strengths and talents that can be nurtured as company assets.

*Continued on page three – **Developing Top Talent***



# One Minute Ideas

## Streamline Your Tasks

You can save time by grouping administrative tasks throughout the week. Here are some strategies:

**Making phone calls** – Create a list of the people you need to call daily. Make all of your calls at one sitting. Once you get started, each call becomes easier and more efficient. Schedule your calls early in the morning, just before lunch, or at the end of your workday.

**Reviewing/Reading** – Whenever you leave the office, take some reading materials along with you. This way, when you are waiting for an appointment, waiting in line, or stuck in traffic, you can use this time to go through the materials. *Note:* Have a pen/pencil with you for making notations and/or reminders.

**Billing/Invoicing** – set up a time each week for client/customer billing, tracking, and invoicing. Once you get into a rhythm, it can save a lot of time.

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Continued from page one – *Developing Top Talent*

Recognize and encourage entrepreneurial talent within the confines of your company boundaries and put this capacity to work to your advantage too.

It is very important to challenge employees by offering interesting projects and opportunities. This gives them the chance they need to allow their creative ideas to shine. That said it is equally as important to celebrate their innovative accomplishments. Let your workers know they are appreciated and they will reward you, in return, for giving them an enthusiastic environment in which to thrive. The same enthusiastic environment will serve to increase corporate stamina and will even impress people from outside your company.



With so many businesses vying for top talent, it can be difficult to find, hire, and hang on to the right people. However, with a little extra planning, effort and care, you can find superstars who will take your business to new heights and give you an edge over the competition.

All of these talent-development approaches have the potential to contribute significantly to any organization's profitability.

If you have any questions about this article, or about how we can help you with your current talent development, training, or hiring needs, contact us today!

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## Don't Decide Not To Decide

Often, when it's time to make a tough decision like changing jobs or buying a house, we are overwhelmed by negative thoughts about the problems that might arise. Therefore, we never take the first step to get information, which could reveal big, overlooked benefits. Putting the decision off is a decision not to decide and can sabotage your big moves.

## Turn Negative Into Positive Action

*'Learned optimism' – the ability to interpret negative events in positive terms, can boost your productivity*

To give yourself a mental edge:

- **Devise three solutions** to any problem. By forcing yourself to identify a trio of options, you leave less time for anxiety. You'll also gain momentum by seeking more creative solutions.
- **Reframe upsetting situations.** That's better than allowing your mood to deteriorate. *Example:* Replace thoughts of "That customer was so rude" with "That person must really be having a bad day."
- **Embrace each challenge** on its own terms. Don't assume problems are here to stay or that negative, unbreakable patterns must block your success.

Source: *Communication Briefings*, as adapted from *Shape*, Weider Publications.