

## **Management Magic Three simple steps.**

Increase the possibility for achieving desired results by ensuring a few basics are working for you everyday. We get caught up in day-to-day operations and frequently lose sight of management basics. And the basics are key to reaching your goals.

The basics in three easy steps:

1. Set expectations: Provide clear expectations for each employee.
2. Monitor progress: Be alert to what is actually happening. Create easy-to-use monitoring systems.
3. Communicate often. Follow up with your employee and talk about the expectations (again) and discuss progress. If no progress, ask “Why?”

If you haven't had a one-on-one conversation about progress on expectations with each key employee within the last month, you are missing a great opportunity to keep your employees focused on needed results. This regular follow-up that convinces employees what is important in your company.

A simple rule of management: “What is monitored is done”. So it is critically important to make sure you are paying attention to the activities which will ensure your success. Unfortunately, many managers are worrying about employees coming in late rather than the margins on sales, or the dress code rather than how customers are treated. And on and on.....

Identify the number one, two and three important activities for your business. Pay attention to those. If one, two and three are the activities which determine the success of your business, the expectations of employees support these activities, and you are paying attention you have greatly improved your potential for success.

Sound easy??? It is and it isn't! It is so tempting to become distracted by yet another interesting idea, or be lured by the promise of a fast sale, or want to believe the next new employee will ‘fix’ everything.

Sticking to the basic everyday is often boring, frustrating, and just plain hard. But it is much easier than losing business, watching your margins drop and angry customers walking away.

So back to the basics on achieving your goals--- Management Magic:

**Define what's important. Then communicate expectations. Monitor progress and follow-up.**