



### **Quick & Simple Improvement**

Many times "the right things to do" and "the right ways to do them" require substantial investment of time, effort, attention, and learning to execute. But it's not always like that. Here are some quick, simple-to-execute processes that can drive improvement. I recommend making them part of your standard management procedure.

#### **Opportunities**

1. Identify 3 Unrealized Opportunities
2. Rank them 1 to 3, from most to least positive impact or results.
3. Rank them from most to least urgent.
4. Is the reason lack of time?
5. Is the reason a lack of expertise or experience?

#### **Problems**

1. Identify 3 Unresolved Business Problems
2. Rank them 1 to 3, from most to least expensive (expensive in terms of financial, time, use of people, negative cultural or moral impact, etc.) while they remain unresolved,
3. Rank them from most to least urgent.
4. Is the reason it is unresolved a lack of time?
5. Is the reason it is unresolved a lack of expertise or experience?

#### **Individual Performance**

- Identify 3 activities or tasks you do not that:
  - You do not enjoy doing?
  - You would prefer someone more qualified to do?
  - Should yield better results?
  - Prevent you from doing what you are best at?
  - Prevent you from doing what you enjoy most?
  - Prevent you from generating the greatest business or personal value?

Did you identify any "low value" activities or tasks you should stop doing and replace with "high value" activities or tasks?

- Identify 3 activities or tasks you are not doing now that:
  - You are uniquely qualified to do?
  - Are your responsibility?
  - Would yield measurably positive results?
  - Would be more beneficial, rewarding, and satisfying than other activities or tasks you are currently doing?

Did you identify any "high value" activities you find compelling?



These questions drive a simple but powerful diagnostic process to help you identify opportunities to improve your business and your individual performance? They can be applied to the business, individuals, functional departments, and teams to optimize their performance and improve results.

**My Offer**

Knowing of or about these processes is not the same as having the expertise and experience to execute them effectively. Often it is helpful to have an expert, experienced, and objective facilitator or manager to ensure optimal participant engagement; robust exploration of the questions, answers, indications and implications; effective planning, and of course, execution.

I invite you to explore with me how we might be able to collaborate to help improve your business and achieve your success. Is the potential benefit from the processes above worth your investing an hour to meet with me to discuss? I am confident we will share enough relevant insight to make a meeting very worthwhile, even if we decide not to work together. But maybe we'll discover there's much more we can do together to improve your business.

And to increase the chances for a worthwhile payoff for you, I am eager to make you a complimentary "proof-of-concept" offer to help you identify and address a problem or opportunity that will measurably improve your business.