

Use **4** Methods to Better Lead Your Team



To be an effective manager, it is essential that you have the skills and knowledge to be a strong leader. Use the following tips and techniques to improve your leadership skills and show the way to increased productivity and success:

1 Build Guidelines that Promote Accomplishment

- Outline company goals and departmental objectives
- Map out ways to achieve these goals
- Consider budgets and how departments can work together to maximize success
- Create policies and procedures

2 Plan for Goal Achievement

- Consider each goal and what needs to be done to accomplish it
- Organize the work and provide appropriate people with timelines
- Delegate responsibilities to appropriate departments and team members
- See if you can create teams between groups of people sharing job responsibilities that complement each other

3 Work With People

- Find the right people to fill positions
- Help employees strengthen skills by providing adequate training and resources
- Motivate workers to achieve
- Schedule routine meetings to talk about goals and progress
- Ensure that your staff knows that you are available for questions or comments
- Make necessary decisions, but invite feedback from workers and other team leaders

4 Outline and Support Expectations

- Outline expectations for job duties and performance and make sure your employees are aware of what they are
- Give corrective action when it's needed

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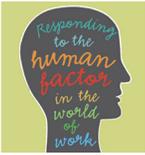
The Claremont Positivity Center is an online resource that incorporates Positive Psychology and mindfulness self-help techniques to improve employee well-being in the workplace and beyond.

Visit the
[Positivity Center](http://www.claremonteap.com)



A Message to Managers from Claremont EAP Often, the employee who needs their Employee Assistance Program the most doesn't think to call for assistance. A manager's referral to the EAP can be an effective strategy for improving an employee's effectiveness, productivity, motivation and morale. A referral to the EAP can also decrease absenteeism, reduce turnover, foster acceptance of change and reduce stress.

For confidential help, call: **800-834-3773** or visit: www.claremonteap.com



Simple Steps for Getting and Staying Organized

Your ability to accomplish any task or reach any desired goal is directly related to your ability to find the right thing at the right time.

To determine your level of organization, Barbara Hemphill, CEO of Hemphill Productivity Institute in Raleigh, N.C., and author of “The Paper Tiger at Work,” recommends you ask yourself these questions:

- **Can I find what I need?**
- **Does my office work?**
- **Does it work for other people on my staff?**

“If the answer to any of these questions is no, your lack of organization is costing you time, productivity and money,” says Ms. Hemphill. She offers the following suggestions on how to get and stay organized.

Make decisions

Recognize that clutter indicates postponed decisions. Desks and filing cabinets become inundated with paper -- and computers with files -- because we don't make decisions. In reality, you have only three choices.

“I call it The FAT System: File, Act or Toss. File means ‘I don't know if I'll ever need it, but I don't have the nerve to throw it out!’ Act means ‘The ball is in my court to do it or delegate it.’ And Toss speaks for itself,” says Ms. Hemphill.

Toss it

Practice the art of waste-basketry on an ongoing basis and encourage others to do the same.

According to Ms. Hemphill, research shows that people never use 80 percent of what they keep. But how do you decide what you really need?

For each piece of information, whether paper or electronic, ask these questions:

- Does this require action?
- Would it be difficult to get again?
- Does it exist elsewhere?
- Is it recent enough to be useful?

If the answers are “No,” toss it.

Keep contacts

Implement a fail-safe system for contact information. Many of the pieces of paper that clutter up your desk are deemed valuable because of a name, address or phone number. Choose a system for tracking this information and use it consistently.



Find it

Turn your filing system into a “Finding System.” If your filing system isn't working, ignore it and start over.

Clean out your most accessible file space, and put unused files into less accessible space if you're not comfortable tossing them. Begin your new system and as you need information from the old files, incorporate it into the new system.

“The key to the continuing success of your filing system is a File Index -- a list of your file titles,” says Ms. Hemphill. “You can create a File Index with a word-processing or spreadsheet program.”

On the road

Manage your paper on the road as well as you do in the office. Turn your briefcase into a “mini office.” Carry file folders labeled by specific action.

“Act,” for example, is for papers you'll work on while you travel. A “Call” file makes it easy for you to spend the 15 minutes before a flight to make one or two quick calls.

“Discuss with your assistant” contains papers to be handled when you return.

“Be sure to include ‘File’ -- with a copy of your File Index. As you collect papers along the way that you want to file, check the File Index for the key-word or number and write it in the upper-right-hand corner of the paper,” says Ms. Hemphill. “When you return, filing will be easy.”