



PROSPER

PROFESSIONAL COACHING

maximise your business : achieve your prosperity

Monthly Maximise

September 2009

Kia Ora and Welcome to September edition of Monthly Maximise. This month our focus is on "Harnessing the Energy of Spring" to maximise your business

Spring is a great time of the year to really change gear and be purposeful. The daylight hours are getting a little longer, there's new growth, new lambs, new opportunities, new energy. Now is the time of the year when we see all types of growth. Some of that growth is not serving us or isn't what we're wanting as part of our ideal scene. Just look at your garden at home. There are beautiful Blossoms, there are also the unsightly weeds trying to take over.

Three Simple Steps to Maximise the Energy of Spring

- 1. Pull Out the Weeds.** Take some time now to look at the various aspects of your business and get clarity on the areas of your business that have been stripping or robbing you of energy, what has or is de-motivating you? Look at your customers and clients, team, plant and equipment, products or services, systems, premises, suppliers, technology etc. Now just think what your business will be like if you allow that to continue, what is it going to become, what consequences will there be?...and now think what it will be like with that so called weed removed, what positive impact will it have, what new opportunities does it now create, what does it enable you to replace it with. It's very difficult planting or implementing new ideas, providing new services and products when there isn't the space or the conditions for it to flourish. So take some time to Pull out the Weeds, don't just look at them and see their ugliness, and put up with it, take action and Pull them OUT. I guarantee you'll feel a lot better.
- 2. Plant something new.** Now that you have taken responsibility and followed through on your courageous decision and acted on Pulling out the weeds, you have the privilege and opportunity to replace it with something new, a new idea, a new service, a new product, a new team member, a new supplier, a new business relationship, a new marketing campaign. The options are endless. Maybe you could engage your team in the process, and empower them to implement and lead the way. Whatever it is you decide, set an intention, set a goal, with a time frame and do it. Apply the energy that was stripping or robbing you and channel it in this new idea.
- 3. Fertilise and Water.** Your new idea will have various impacts on your business and the people in and around it. Let your new idea take hold and secure its place in the business and then give it the best chance you can to grow. Think of communication as being the fertiliser and water for your new idea to flourish. The fruit it will bear will be in direct proportion to what you feed it so ensure it gets plenty. Fail to do so and I'm afraid your new idea will simply wilt and eventually die. To ensure it thrives be proactive and plan how you will do this. Communication can come in various forms. It could be phone calls, daily or weekly meetings, newsletters, blogs, notice boards, memos, emails.

Weekly Team Meetings

A number of Prosper clients have created and established a pro-active communication model in the form of weekly team meetings and are getting exceptional Results. They have noticed a lift in morale; people are getting along better through an increased level in Trust. Issues or challenges get sorted quickly when they're small, rather than becoming exhausting challenges. People are clear on the business and their personal goals and aligned towards achieving them. Measuring progress each week also allows corrections to be made where necessary.

Set a time each week to focus on what's important. It may seem impossible at first, but once the habit is created and the meeting is structured properly, most people will look forward to the meeting and find they can't function properly without it. In fact, some companies have employees in a huddle of some kind on a DAILY basis. These employee team meetings are THE major building block for implementing ideas and taking action on your bigger Goals and Rocks.

To make these meetings productive and useful, I suggest using or the following specific agenda. I also recommend you make it at an odd time like 9.09 or 11.11. This creates a discipline of accuracy to encourage starting on time and preventing the drifting in late syndrome.

Agenda Example

5 to 10 minutes Good News Go around the group and have everyone share a SPECIFIC good news story, personal and business, from the past week. This is a way to counter the negativity of these meetings, since they are mainly focused on addressing challenges, and helps people begin to see the good, not just the bad. It's also a great way to get to know each other better and to give each other a pat on the back. This may feel awkward at first, but make sure everyone participates.

5 to 10 minutes The Numbers Go over everyone's individual or team weekly measures of productivity. Don't get hung-up in conversation. Just report the numbers. Its best if every team graphs the weekly measurements as they are shared in the meeting. It helps people see trends in the data.

10 minutes Customer & Employee Feedback Go over the challenges. Again, don't get hung up in conversation. Just review if there are any recurring issues or concerns that the team or its customers are facing day in and day out. Choose one issue, get to the root cause, and assign a person or small group to explore it.

10 to 30 minutes Collective Intelligence Open the conversation around a rock—a large priority. Use the collective intelligence of the team to drill on a big issue. Have the person with accountability for a rock make a presentation on how they are addressing it.

One Phrase Closes Go around the room and let everyone say a word or phrase that represents how they feel at that moment about the meeting.

Keep a Log Record of who said they would do what when.

This 30- to 60-minute meeting each week, if effective, will help make everyone's job easier and more productive. If it doesn't, re-examine how the meeting is being run and what is being discussed, but don't quit this crucial rhythm.

Enjoy the Energy of Spring.....as use it to Spring into action