



## **Triple Your Effectiveness**

### **1. Be clear about your desired outcome.**

Know what you want to accomplish. Ask yourself: How will I know whether I've succeeded? Once you've identified the end goal, work backwards to determine how to get there. Then work it one step at a time.

### **2. Determine which tasks tap into your brilliance.**

If you're truly the best person to do the task, keep it; otherwise, hand it off to someone who has the skills, passion and/or talent to do the work.

### **3. Ask others to contribute to your goal.**

Engage others by concisely describing how you want them to support the goal. Don't assume you're on the same page without double checking with them. Otherwise, you'll waste a huge amount of time.

### **4. Develop "people reserves."**

If you've only got a few people in reserve, they'll quickly get overloaded. Keep your pipeline full by gathering "on call" folks. This will cause you to keep moving forward instead of becoming a bottleneck.

### **5. Instill alacrity.**

Don't put off what is urgent and important. Move beyond the road blocks by asking for attention or a speedy resolution. Ask for a few more minutes of conversation or a specific call-back time.

### **6. Schedule short meetings.**

Begin by cutting your meeting times in half. This causes everyone to be more alert and focused. Stick to your schedule. It's amazing how much you can accomplish in even just 15-minute meetings!

### **7. Get to the core of recurring problems.**

If problems keep recurring, you'll need to drill deeper to get beyond the surface. This time investment is well worth the "expense" since it will yield much greater returns. You'll become "problem-free."

### **8. Keep your energy up.**

When you're not getting the results you were expecting, don't waste time and energy getting frustrated. Let your annoyance immediately signal you to take productive action. Address what's not working. Stay

calm and plug the energy leak.

**9. Under promise, over deliver.**

Have fewer commitments and make sure you follow-through. Keeping your promises builds trust and credibility. It prevents you from experiencing integrity glitches.

**10. Give up being the GM of the universe.**

Let go of having to orchestrate everything yourself. Don't take on extra projects if this will over burden you. Negotiate or learn to elegantly say "no."

The Best of Success to You!

Barbara McRae, MCC  
The Savvy Success Coach

If these Savvy Success Tips are of value to you and you'd like to have more support in implementing them to grow your business or yourself OR you've had similar ideas, but can't seem to get beyond your barriers or blind spots, you could benefit from 1:1 or group Savvy Success Strategies coaching.

<http://www.nextlevelsuccesscoaching.com>

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