



QUICK REPORT

USES:

- We the boss can ask our reports to provide us with a quick report. Make sure points #1, #2, and #3 below, are your key drivers. Once you have done that, they now know your expectations. It's an open book test. You can monitor the result and then as point 4 suggests, you will invest in their improvement. The report isn't an "I got you" it is "I want you to know how you are doing" report.

- We the direct report assume the boss knows we are good, that we are busy and productive. Generally this is wrong. The boss usually knows only 20 to 30% of what you are doing. Regardless of the percentages it pays to keep the boss informed. There is a direct correlation to accomplishing the four points above your salary increases, promotions and job security.

ACTION STEPS:

Write a quick report each week.

- no more that 5 minutes to read
- nor more than 20 minutes to write
- limit to one half page or less
- bulleted information that identifies what you've actually done the past week and fits into four categories (you may want to leave these categories alone, change categories and/or ask the boss which categories are the most important)

1. How I made the company money this week.
2. How I saved the company money this week.
3. Crises I prevented this week.
4. Where I can use the bosses help in getting something done.