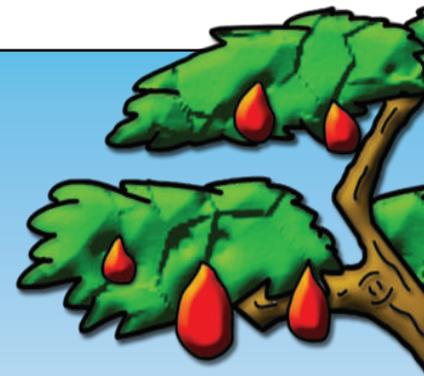




TOBINISM

Apple "Yes"... Orange "No"



"An open door is an invitation, beyond the threshold is opportunity."

Challenges usually come wrapped in fear but after being knocked on your knees a few times you learn fear is nothing but a lack of knowledge. Therefore, to avoid the onslaught of fear when you take on a new project or become a manager of a new department, you might want to consider building your platform by implementing the following to do list:

1. Look at every process to see what is working and what is not.
2. Ask a lot of questions on things that you do not see set up or is not self-explanatory.
3. Improve what you can quickly (known as low hanging fruit), set goals to work on the things that will take time. Place deadlines on each objective.
4. Communicate and define every player's responsibilities, without responsibility there is no accountability.
5. Write things down clearly. Write it as many times as it takes to get everyone on the team on the same page. The written word is seldom misunderstood but sometimes you have to find the understandable language. When you want staff to see an apple you do not want to say fruit or else you will see an orange ('after all' an orange is a fruit).
6. Read and study everything you can get your hands on that will improve your knowledge of your new project or department. Self-improvement is a sign of a good leader.
7. Ask yourself, 'What do I bring to the table?'
8. Teach the way to success and acknowledge every team accomplishment. No accomplishment is too small to acknowledge.
9. Observe the strengths of each player and build upon those strengths. Mentor, delegate and develop future leaders.
10. Say thank you as many times as you possibly can in a day. False platitudes are like ships without rudders they will set you afloat but with no specific destination.

