



February 2008 Leadership Tip of the Month

Leaders As Watchers

Things To Do

- Identify 1 - 2 initiatives that need to be completed
 - Create a sense of urgency around the need for timely completion
 - Make sure at least one person is held responsible for the completion of the task
 - Set milestones for progress with due dates for each step
 - Have a process in place to track progress
 - Send reminders when people are behind
 - Check in at group meetings and one-on-one and get new timetables from those who are behind or give the job to others if necessary
 - Communicate and praise early progress and successes
 - If appropriate and possible (for important initiatives), tie a portion of their compensation to completion
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Previous 2008 Leadership Tips of the Month

2008

January – Tout the successes of your group