

Respect

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Respect deadlines:

- Confirm when a deliverable is due and put it on your calendar.
- Schedule check-in times to ensure the work is on track with expectations.
- Speak up if you doubt you'll meet a deadline. Don't wait to the last minute.

Respect the clock:

- Be mindful of how long a task takes and stay focused on your daily priorities.
- Turn off email and phones and check it periodically.
- Work in uninterrupted blocks of 15 minutes to do more with fewer mistakes.
- Budget buffer time between meetings for prep and travel.

Respect clarity:

- Use the Kirk test to deliver updates in the shortest amount of time.
- Make sure people have all the critical information on delegated tasks to be successful.
- Speak up if it's not clear what's needed by when.
- Use "To" in e-mails only for people you need something from. CC or BCC to anyone who you only want to keep in the loop.
- Use subject lines in e-mails like text messages to state what's needed.

Respect the important.

- Identify your weekly and daily priorities and keep it in front of you.
- Meet with your team on Monday and Wed for a quick huddle to share priorities and potential conflicts.
- Protect your priorities by not responding to every e-mail, text or interruption.
- Consider your personal and family needs as important priorities.

Respect each other:

- Make deposits and limit withdrawals.
- Stop and think before responding to consider other people.
- Consider that everyone is busy before making a request or interrupting.
- Let others do what was delegated to them. Don't take it back.