

Top 10 tips to make sure you are focusing on the right things and making the time with your people. Whether it's 3 minutes or 30... make meetings meaningful!



If you cancel, reschedule. Make sure that your people know they matter. Show them with your actions. The more quality time with people, the greater a chance of a quality relationship. If you want loyalty – show them what it looks like.



Give yourself permission to be human. It's impossible to be good at everything and leading people can be complex. So know this and focus on what you do well, not assassinate yourself for your flaws. No one grows that way.



Don't let task be King. Task driven conversations are good but not enough. Check in about their KPIs, their goals and their career plans. Not every time but make sure they are a regular part of the conversation – not every 6 or 12 months.



Spend some time in preparation. What feedback or tough conversation do you need to prepare for? What problem would you like to focus on solving.. together? People will know whether you have prepped or not. If you want your time to count, then plan it that way.



Get your positive on. Make sure you give positive and constructive feedback every ..single.. time. What are they doing well? Give examples. People are likely to grow in the areas that we notice them doing well in. See it and say it.



Ask them for feedback BEFORE you catch up. Set the tone in your working relationship where feedback becomes the norm. Give them permission to give it to you so you can learn and they can grow. Give them the heads up before and ask them for something specific.



Leave your phone. If you are prone to small heart attacks when you are not within 1 metre of your phone, then take it, but turn it off and don't put it on the table. Unless it's a MAJOR issue then explain before you start.



Ask More. Tell Less. Train yourself to ask at least 2 questions whenever your people ask you a question. It may be: What do you think we should do? What is a option you have thought of? This way you are pushing your people to think and you might even learn something :-)



Be present. Be in the moment. Look them in the eyes. Slow down and pick up on any cues. Not just their words but their body language. Understand where they are really at. These are the leaders we truly value and respect. Your presence is your present.



Hold them to account. Follow up your agreed actions from your last catch up. Ask them; What worked? What could be better? Use the start to help them learn and know where they are focusing. A win for both.