

Managing Priorities and Meeting Deadlines to Create a Totally Accountable Work Environment

Key Elements for Operating at the Highest Levels of Productivity

Strong Leadership

Effective Communication



Total Accountability

The Executive Committee (TEC)

Presented by

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What other TEC members have said about this workshop:

“Mike, it is speakers like you that make us Chairs look good! After you left, they were all bragging on you, and one said, ‘We have had a lot of great speakers, but Mike may be one of the best.’ I appreciate your passion, your knowledge, and your outstanding presentation skills.”

John F Adams III, Chair, TEC 95, Raleigh, NC JAdams3rd@aol.com

“Possibly the best we’ve had – and that is saying a lot.”

Bob Vennemeyer TEC 873 Columbus, OH Design Group Inc

“This is the program we want for our company. Call me to schedule it.”

Paul Oats TEC 927 Chicago H2O Plus scott@h2oplus.com

“I want you to know I have been a member of TEC for probably 4-5 years but the initial implementation of your concepts in our company has probably had more impact than anything I have taken home from a TEC meeting. That is not my opinion but I believe my team’s opinion. Last Friday my director of Human Resources asked me what caused me to focus so intently on changing the level of accountability at EXXCEL. You provided me with a tool, which works with my beliefs and is effective.

My task now is to consistently practice what you showed me. Hopefully I will be able to write you in a year and say not merely the initial implementation but the complete implementation of your concepts has had greater impact than any other concept taken away from a TEC meeting.”

Doug Reardon TEC 373 Columbus, Ohio dreardon@exxcel.com

Thank you for helping me reach my goals as a ‘leader.’”

Tom Coburn TEC 425 Baltimore Coburn Chemicals

“A program that I will use. I want to schedule two sessions, to start.”

John Browning TEC 403 Baltimore Custom Direct Inc.

“Captivating, entertaining, enlightening.”

Les Bradshaw TEC 425 Baltimore Bradshaw Construction Corporation

“Takes a set of old principles and makes them usable.”

Paul Wolman TEC 425 Baltimore P. W. Feats, Inc.

Mike Scott and Associates

Professional Speaker

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“MANAGING PRIORITIES AND MEETING DEADLINES “ - IT'S ABOUT ATTITUDE AND IT'S ABOUT TIME!

This program is about LEADERSHIP! It is about fully utilizing your time, immediately! Just as importantly, it is also about helping those, who support you, to better make use of their time.

What you decide to use, from this program, is up to you. Take notes so you can refer back to them. **Make commitments and live up to them, no matter what!**

Living your life, without excuses, frees you up to accomplish the important things in life. It provides the example for others, around you, to do the same thing.

Once all of your management staff and their employees have attended this workshop, the level of accountability, productivity, and morale increases dramatically. You see bottom line results!

When everyone hears the same message, all of the resistance to being accountable diminishes. The “games” stop, because nobody is willing to tolerate them any more.

Now you instantly see the changes you are seeking. **Now employees earn their FULL paychecks.** There are **no more excuses.** There is **no more blaming.** The whining stops! Accountability pays off in a big way.

Schedule this program for the employees of your company. **Talk to Mike today or call 800-990-6540.** E-mail us at msscott4567@aol.com. Visit our website at www.mikescottandassociates.com.

People Who Act Like Victims

“OH, POOR ME!”

Pareto's Law: 80/20 rule

Good News:

Only 20% of an organization's employees will act like “victims.”

Bad News:

These employees who act like victims will take up 80% of someone's time.

“The significant problems we have today cannot be solved at the same level of thinking with which we created them.”

Albert Einstein

People treat us exactly the way we teach people to treat us.

**“We are what we repeatedly do.
Excellence is, therefore, not an act but a habit.”**

Aristotle

The size of your question determines the size of your answer.

Definition of a Manager or Supervisor: One who does all he or she can to help an organization reach its goals.

Definition of a Leader: One who does all he or she can to help an organization reach its goals by helping subordinates, peers, employees, vendors, and customers be as successful as possible!

Guidelines for Conducting Shorter, More Effective and More Productive Meetings

1. **Have a typed agenda for each attendee.**
Put the Action Plan template on the back.
Confirm the action steps at the end of the meeting.

2. **Follow the agenda.**
Put times on agenda items if necessary.
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3. **Use a “Parking Lot” for items, not on the agenda.**
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4. **Start and end the meetings on time.**
This keeps meetings short, and to the point.
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5. **Hold the staff meeting on the same day, at the same time, of every week.**
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6. **Demand mandatory attendance.**
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Mini-Agenda for Input to Meetings

1. Review action items from prior meeting—no surprises.
2. One Success—few details.
3. One challenge with a solution—few details.
4. Review of project status.
- 5.

Accountability

Always strive for and expect
100% accountability
100% of the time.



Excuses

The dollar value of an excuse = \$ 0.00



Why?

“What’s the next step to get it done?”

“When are you going to do that?”

“Can I count on you for that?”



**You cannot *talk* your way out of a problem that
you *acted* your way into.**

“No...”

“You can always tell me ‘NO,’
but you have to *give me a solution* about how it
will happen anyway.”

“Do you *really* want to work here?”

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“I’ll try...”

“I know you’re going to try,
but what I want to know is,
can I count on you for the **results?**”

**A person can fail many times,
but he isn’t a failure until
he begins to blame someone else.**