

# DAILY CHECKLIST

from *Kiss Theory Good Bye*

**End indecision, increase your productivity, kiss theory good bye and get the results you need.**

## **TAKE THESE SEVEN STEPS EVERY DAY:**

- 1** Give clear directives. Be short, be definitive, and get to the point.
- 2** Require accountability. Focus on results, not activity.
- 3** Never rationalize poor performance.
- 4** Avoid overplanning. When a plan is in place, execute.
- 5** Embrace change. Search out opportunities to improve your organization and your results.
- 6** Help every member on the team win.
- 7** At the end of every day, ask yourself, "Did my actions today help move the organization closer to meeting its objectives?"

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# THE LEADER'S ROLE

MAKE EVERYONE WHO  
REPORTS TO YOU WIN!

*from Kiss Theory Good Bye*

## FOUR STEPS TO ACHIEVE WINNING RESULTS:

- 1** Clearly define everyone's objectives, establish quantifiable metrics, and measure performance.
- 2** Have each person identify the top three barriers to achieving his or her objectives.
- 3** Agree on specific actions, responsibilities, and time frames to remove or minimize the barriers.
- 4** Hold everyone accountable for results and disproportionately reward those who achieve their objectives.

**Remember, you win when everyone on the team wins!**

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