



Be effective with people efficient with things

Often supervisors and leaders want to communicate quickly to get things done or do it themselves. This often leads to things taking longer than anticipated. Why? Blurting out commands doesn't allow for the understanding of the request. Leaders are tempted to just expect everyone to understand without having to explain and answer questions until the listener understands.

To get the most done in the least amount of time it is imperative that leaders have the listener repeat back to them what they heard the leader says.

Example; Just to make sure I was clear, would you be so kind as to tell me what you heard me say?

Clarifying the request prevents things from having to be done over and over and over. Preventing needless expense in re-do's. It may take a little longer to impart what you want done, and even a little longer to make sure you were clear in how you requested something to be done. But this way you won't have to do it over, which takes up an inordinate extra amount of time and can often be very expensive.

Leaders often think; "it would be faster if I just did it myself". How many things can you pile up on your plate before you are overloaded? Not as many as you think. Take the time to be clear and your workload will diminish so you can spend more time being an effective leader.