

RECIPE FOR SUCCESS CHECKLIST

CHECKLIST



How to get things done!

#poweredbyyourdreams

MAIN

- You** - Make sure you are fully present and not texting or doing other things when asking **B** to do the **What**. The best way is either a face to face or a video call.
- The person you are talking to** Is the person you are talking to fully present or are they doing something else and are just half listening to you. Are **B's** thoughts somewhere else?

INGREDIENTS

- What** - is it that you need to have done? Be as specific about the task as you can be. This way **B** will know exactly what they are about to commit to and might be able to plan their time better.
- Why** - explain the bigger picture of why this task needs doing, it gives **B** the possibility to go beyond and have ideas about how to do the task better or perhaps do it differently.
- Who** - is supposed to do it? Does **B** need to do it or is it okay to delegate? Limit room for interpretation and mistakes.
- How** - This is where it often goes wrong. If I ask my kids to tidy up their rooms, you can bet on it that half of what I expect to get done does not get done – until I learned these ingredients for success!
- When**- the time frame by which you would like the task done? Is there wiggle room? Do not say things like - as soon as you can and expect it done within the hour. Something like: I need it by tomorrow 11 am in my inbox. This does not leave room for interpretation.

MARINADE

- Mood**- I know – that is an interesting one. But look at it this way, if the other person is upset about something and has been for a while, are you sure they are even listening to you properly? Do you think they are in the mood to help you with anything? Maybe it is better to ask someone else or try later if time allows.
- Competence** - Does **B** have the competence to fulfill your request? If not, there is no point asking them as you are setting **B** up for failure.
- Agreement** - Did **B** agree to do it as you asked, the way you want it to be done and by the time you expect? Is it a yes, a no, or do they check with their calendar and get back by an agreed date and time or is **B** giving me a counteroffer?
- Sincerity** - Is **B** able to say No? Does **B** ever say NO or is the YES just to get me off their back?
- Repeat** - Double check if all the above points are checked and repeat it out to **B**.