

## The 3 P's for Business: Productivity, Planning, and Professionalism

By

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It is the beginning of the Fall season, which reminds me that we should never fall behind on reviewing our productivity, planning, and professional renewals.

A self-appraisal of your productivity as President of your company gives you a review of where you might need some re-tooling or updating of your competencies. Perhaps you need to see how clear your vision is to yourself and others. Can others articulate your vision and incorporate it into their work? Perhaps you need to look at how you inspire your employees. Do employees all answer "yes" to you or have you encouraged them to speak how their results are or are not optimized in your company? Perhaps you feel you could be more authentic. Authenticity is having what is your head, heart, and gut all be aligned. Sometimes being aware that you are not aligned or that you have not looked in all three places might be an indicator that there could be a better way to lead your company.

Planning is something we "will do tomorrow" or "after this next phone call." Let me share a short story with you. One of my clients does goals and objectives every year – but last year did not complete periodic reviews of his business goals and objectives and only reviewed his professional and personal goals and objectives. This year he again wrote business and professional/personal goals and objectives but neglected to make them SMART (Specific, Measurable, Achievable, Realistic, and Time bound) and did not build on last year's results by reflecting or evaluating his 2001 business goals. He found himself falling behind by April. He came to me requesting that we look at his plan against actuals and analyze where the opportunities were. Through questioning and discussion, he saw that his goals were too broad and not specific, and was not evaluating his own productivity every month. I encourage you to schedule an appointment with yourself and your company and re-evaluate and re-build your business plan and to include SMART goals and objectives.

Membership renewals in professional or community organizations and renewals in professional or community publications are not only an important ingredient for your business' success, it is also important to your community. Have you renewed? Do you know of other business or community leaders who could benefit not only from your expertise but from others in your business? As part of your goals and objectives consider a goal of getting at least five other employees representing your business in your community and professional organizations.

These three ideas are recommended to ensure your do not fall behind in your productivity, planning, and professionalism. Have a Great and Productively Rewarding Fall season.