

# **Stuff That Works At Work**

## **Chapter 16**

### **“Asking for Help”**

Take Action

# **Stuff That Works At Work**

## Chapter 16 Take Action: Content

- Every Monday morning, review your to-do list and identify who can best help you and what help you need from them. Then, ask for it!
- Identify a person at work you are struggling with. Reach out to them and share a struggle you are facing, then ask for their help to improve the situation.
- Identify a supplier or a customer of yours that you could improve upon. Ask them to help you improve by getting their feedback.
- Invest time on [Stuffthatworksbooks.com](http://Stuffthatworksbooks.com) to find ways others have made collaboration work for them

# Stuff That Works At Work

Chapter 16 Take Action: Action 1

Every Monday morning, review your to-do list and identify who can best help you and what help you need from them. Then, ask for it!

## ACTION

Asking someone for help is a powerful tool.

It aligns them to you and builds support. It allows them to shine and feel good about their contributions.

It provides an opportunity for you to value them and reward them with praise and recognition.

The more specific you can be in asking for help the better. IT you are concise about your need most people will be responsive and give you what you want. Be specific.

## EXAMPLES

TASK	WHO CAN HELP	WHAT I NEED
Profit Pool Analysis	Sue	1. Identify Profit pools and their size 2. Review of Conclusions
Forecast	Account Teams	1. Provide high and low range forecasts by month for remainder of year.
Presentation	Jake	1. Provide some cool Clip Art for my slides
Interview Candidate	None	All me
Weekly Update	My Team	1. Provide weekly Highlights one day before my update

Team,

I need your help preparing for my weekly updates.

Please complete the attached form for me by Close of Business Each Thursday.

Thanks for the help.

Joe

Hey Jake,

I am asking for your help to liven up the attached presentation.

Can you provide some clip art to spice it up.

I really appreciate it!

Joe

# Stuff That Works At Work

Chapter 16 Take Action: Action 2

Identify a person at work you are struggling with. Reach out to them and share a struggle you are facing, then ask for their help to improve the situation.

## ACTION.

A powerful way to turn an adversary into a supporter is to ask for their help. I have used this multiple times in my career to turn an enemy into a champion. It can be amazing.

It takes practice and smarts to pull this off. The following are some of the things to consider:

1. Should I ask them for help publicly. Sometimes this works. It can force them to commit and the added pressure of witnesses can make them play nice. It can backfire and they can refuse.
2. Should you ask privately. This can work well because it allows for the airing of grievances. This can result in better alignment and true relationship building. It can also backfire as there are no witnesses.
3. How much to ask for is a big decision. IF you ask for too much the person may refuse or not be able to deliver. They key is to ask for what you know the other can reasonably deliver.

## EXAMPLES

Jim,

I know you and I are not aligned on how best to deliver project Hermes.

One area we are agreed on is the need for strong financial control. I am asking you to develop these control processes for the team.

Can I count on your help in area?

Joe

Abby,

I wanted to thank you for your feedback on the monthly recap letter.

I obviously need your help. I am asking that you proof next months letter and provide your edits prior to it being published.

Thanks again for the help.

Sue,

You have pointed out several times my teams deficiency in operational excellence.

I need your help to improve in this area.

I am asking you to lead a project team to resolve this issue.

Joe

# Stuff That Works At Work

Chapter 16 Take Action: Action 3

Identify a supplier or a customer of yours that you could improve upon. Ask them to help you improve by getting their feedback.

## ACTION.

This applies to everyone.

We all have suppliers and customers in our daily work. Anyone who passes work to you is a supplier. Anyone who receives work from you is a customer.

You have to let your suppliers know what you need and what they can do to make you more efficient.

You also need to know what you can do to help your customers be more efficient and satisfied with your work.

One of the best ways to get this information is to ask. DO not guess. Ask!

## EXAMPLES

Hey Jen,

Every day I pass to you the daily report.

I was wondering if there are any modifications or additions I could make to the report to make it more helpful to you and your team?

Please let me know.

Joe

Ben,

I have been reviewing the weekly report you provide each Friday.

There are a couple of modifications I would like to discuss with you that would make the report more helpful to me in my work.

Joe

# Stuff That Works At Work

Chapter 16 Take Action: Action 4

Invest time on [Stuffthatworksbooks.com](http://Stuffthatworksbooks.com) to discover more ways to add fun to daily office life.

## ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site [Stuffthatworksbooks.com](http://Stuffthatworksbooks.com).

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

## EXAMPLES

### CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

### Learn From Others

It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

Then select “Search for Stuff That Works”.