

Stuff That Works At Work

Chapter 3

“Weekly E-Mails”

Take Action

Stuff That Works At Work

Chapter 3Take Action: Content

- Start by sending a weekly email update to just your boss. Keep it a short, two-minute read.
- Identify two to three people you work with weekly, and start sending them a weekly email update. It could start something like this, “Hey, I just wanted to keep you in the loop. Here are my priorities and the progress I’ve made on them this week.”
- Ask heads of other departments that interact with yours what information they would like to be updated on weekly. Then deliver on it . You do not need to be the head of your department to do this. Remember to advance your career you need to be known. So get out there and meet the leaders. By asking leaders what you can do to meet their needs an to improve the organization you are demonstrating the attitue of a leader.
- Invest time on Stuffthatworksbooks.com to find ways others have made collaboration work for them

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Chapter 3 Take Action: Action 1

Start by sending a weekly email update to just your boss. Keep it a short, two-minute read.

ACTION

This is a simple one. The key is to make it a habit. Keep it simple and worthwhile for your boss to read.

So what does your boss care about? Think about it from their perspective. I start with the following:

1. Accomplishments. Good news wins they can take credit for with their boss and peers
2. Issues. Never let your boss get surprised. Give them enough info so they can appear to be informed and in touch with what is going on.
3. Opportunities: This is where you get to set your bosses priorities. Give them stuff to work on. Focus them on the stuff that should get done.
4. Hurdles: If you need help ask for it. Bosses love to make your life better. Let them help you win

EXAMPLES

Sue,

Here is my weekly update. Great week this week.

Accomplishments:

- Cost savings project is on track to deliver
- Completed interviews and

Issues:

- Jean stopped by upset about
- IT still has not set up the sh

Opportunities:

- Call Target I think they are r
- Tell Tim in finance good job

Hurdles:

- Accounting is killing us we r
- Need a better monitor for J

Hey Tim,

Week Nov 7th Update:

1. Focused on project delta
 - Design
 - Resource assignment
2. Need your help with Finance. Please get Tony to assign Joyce to the project. We need her skills
3. Warning: Jack is upset because we declared CRM as out of scope. We simply can't afford it.

Joe

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Chapter 3 Take Action: Action 2

Identify two to three people you work with weekly, and start sending them a weekly email update. It could start something like this, “Hey, I just wanted to keep you in the loop. Here are my priorities and the progress I’ve made on them this week.”

ACTION.

This can be a little awkward at first but it really can be very helpful. It drives alignment and opens up the lines of communication.

Start small and start safe. Pick a couple of people you know will take it in the right way. Follow up with them to find out how to make the update more helpful to them. Once you get it perfected expand and include others.

One of the keys to success here is to not make this a brag fest. Content is important. This is about letting key contacts know about progress and hurdles. It is about building support for your efforts and obtaining help when needed.

It is also a great way to share credit with others and recognize the contributions of others. This is a great tool for building team work.

SO get busy and start updating others.

EXAMPLES

Hey Team,

I just wanted to provide a little update to you of what I have been working on. Let me know if this is helpful and any thoughts you have for making it better.

I spent Monday and Tuesday last week writing code on the user interface. I think I made pretty good progress. Nate helped me with a few problem areas and Jen did some quick testing for me. Thanks

The rest of the week I was pulled into the data design. We are grinding away but behind schedule. Open to any help you can give.

Joe

Week of 3/7 Update

1. Made 75 cold calls
2. 35 prospects were identified
3. Qualified 7 prospects
4. Provided data on 7 prospects to TIm
5. Tim made 5 calls and closed sales with 2 prospects

Jen,

Thanks for your suggestion to include the sales report to my weekly update. It is a great add.

I did not know Research would be interested.

Joe

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Chapter 3 Take Action: Action 3

Ask heads of other departments that interact with yours what information they would like to be updated on weekly. Then deliver on it. You do not need to be the head of your department to do this. Remember to advance your career you need to be known. So get out there and meet the leaders. By asking leaders what you can do to meet their needs and to improve the organization you are demonstrating the attitude of a leader.

ACTION.

If you are the boss this is an easy one and a great way to build peer support. If you are not the boss it takes a little finesse.

I assume you know how best to manage your boss. In my experience either you ask permission or you beg forgiveness. Either way you meet with other department heads and gather from them what they would like to see.

Then you write the weekly update. Once you have it you either send it out and copy your boss or you take it to your boss and ask permission to send it out.

Remember this is the info that the department heads asked for. By doing this your team is meeting needs and building alignment. This should allow your boss and you to look great. It allows you to influence the flow of information.

If you do it right you and your team will become indispensable. A great place to be!

Take action.

EXAMPLES

To All Department leads,

Thanks for your input on data that would help you from our department.

Attached please find our first attempt to meet this need.

Please review and let me know if you find it helpful. I would love any additional requests you might have.

Joe

Boss,

Last week I met with the department leads for finance and marketing. They identified a few data points they would like to receive on a regular basis.

Attached please find a simple report that I think will meet most of their needs that we could provide every Thursday.

This might really make working with them easier. Let's discuss.

Joe

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Chapter 3 Take Action: Action 4

Invest time on 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.

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”.