



Does your team lack accountability?

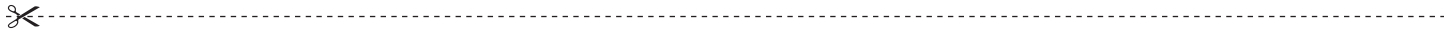
Having a clear sense of who will do what and the resources they will need to do their work is critical for your success. Planning and organizing well enables you to effectively coordinate the efforts of multiple people and helps to ensure that everyone knows what is expected of them. In our research and testing of nearly 800 executives for Martin Lanik's bestselling book *THE LEADER HABIT*, we discovered the behaviors that effective leaders practice when they plan and organize work. To turn these behaviors into habits requires deliberate practice —on average, 66 days.

Planning and Organizing Work

means determining the resources needed to accomplish a given objective and planning who will do what by when.

5-MINUTE LEADER HABIT EXERCISES

- 1. Set deadlines for tasks:** After discussing a project or task with a coworker, identify one action item with a deadline by asking, "What exactly will you do and when will you complete it?"
- 2. Identify the resources you need:** After starting a task, write down 2-3 resources (people, money, materials) you need to get it done.
- 3. Use available resources creatively:** After you realize that you need a resource you don't currently have, ask yourself, "How can I use something I already have to achieve the same outcome?"
- 4. Track progress with metrics:** After finishing your last task of the day, go through your to-do list and write down what percentage of each task you have completed.



YOUR LEADER HABIT EXERCISE

Cue (After an event or task finishes...)	Behavior (... you do the micro-behavior)

PRACTICE YOUR LEADER HABIT EXERCISE ONCE A DAY FOR 66 DAYS AND MARK THE DAYS YOU PRACTICED.

				X		1	2	3	4	5	6
7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63	64	65	66

