



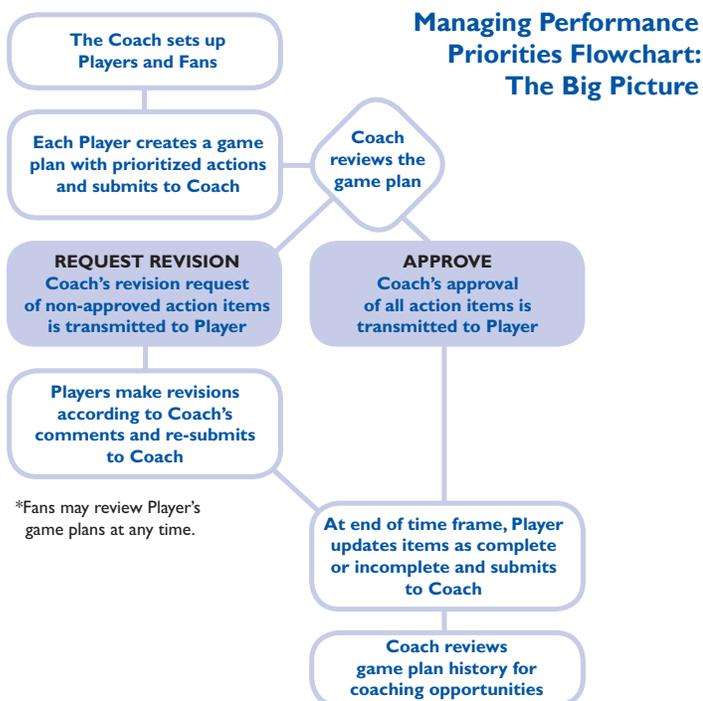
# Managing Performance Priorities™

## Guiding Self-Management with Effective Communication

Managers today have a long list of responsibilities beyond the primary task of managing a team of employees and their performance, causing less focus on working toward goals as a team. Without clear and consistent communication, employees struggle with self-management. As the fast-paced workplace puts a strain on time, how can we ensure effective communication is maintained? Managing Performance Priorities is the solution for managers and employees to stay connected and work effectively as a team.

### The Process is Simple!

Managing Performance Priorities allows 24/7 access to a web-based program where a manager and employee can simultaneously establish priorities. The player, or employee, determines tasks and priorities and submits a game plan to the coach, or manager. The coach then approves or requests revision and comments on the player's game plan. If a change is requested, the player can revise the game plan accordingly. Meanwhile, those with a vested interest in the team, or fans, will have access to a view-only mode to review the game plan's progress. At the end of the time frame the tasks are determined complete or incomplete.



\*Fans may review Player's game plans at any time.

### Why it Works

With Managing Performance Priorities, managers and their team can become more effective in working toward the common goal and staying on the right path. Managing Performance Priorities eliminates employees standing around, waiting for their manager to give them the next assignment. Instead, the roles are reversed as the subordinate submits a proposed game plan to the manager for approval. Personal accountability is held by everyone involved, and the employees will have the comfort of knowing their plan of action is approved before they are on their way. With this level of communication, time wasted on the wrong tasks is significantly reduced and no longer causes frustration and loss of productivity.

Managing Performance Priorities is ideal for multiple situations, as the universal format is simple and easily incorporated. With online accessibility, distance is not an issue for a manager with a team in different territories, or even world-wide.

### Achieve Long-Term Benefits

- Regular and concrete feedback from the coach will benefit the employee's growth as he or she can quickly begin to understand how to effectively manage tasks and contribute to team success.
- The system supports communication while also providing information to aid performance evaluations of an individual or team.
- Reports can be created for any date range to show the number of approved, denied, pending, complete or incomplete tasks by the team or the individual.
- Reports can be used to help distinguish trends in performance or identify the cause for struggle and aid in individual coaching efforts.
- An unlimited number of players and fans allows for multi-tier management and coaching.

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