

Working with Executives ... Why Organization Pays

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MBG Organizing Solutions

About MBG Organizing Solutions

- Individual coaching
- Group workshops
- Workflow analysis
- Training

Know your customer

- Mid/late career
- Outsider
- Manages managers
- Broad scope

A day in the life...

- Meetings
- Leading change
- Meetings
- Internal/external pressures
- Meetings

Frustrations everywhere

- Email
- Thinking time
- Administrivia
- Urgency

Havoc in their wake...

- Strategic misdirection
- Drop everything requests
- Unintentional projects
- Hiring mis-recommendations
- Eternal monthly reports

What executives need – but rarely get

- Thinking time
- Continuing education
- Constructive feedback
- A trusted confidant
- Functional organizing systems

Organizing Executives

You know you're organized when...

1.) You can access needed information

- Evidence:
 - File sharing
 - Process “ownership”

- How to get there:
 - Personal responsibility
 - Don't count on your memory

2.) You accomplish your goals

- Evidence:
 - Demonstrate focus
 - Importance dominates urgency

- How to get there:
 - Purge
 - Filter
 - Triage

3.) Your teams accomplish their goals

- Evidence:
 - Progress reports
 - Bonus attainment
 - Positive P.R.

- How to get there:
 - Goal setting
 - Follow-up
 - Saying “No”

4.) Your boss achieves her goals

■ Evidence:

- More responsibility
- Asks for “talking points”
- Cancun trip

■ How to get there:

- Structured information delivery
- Collaborate with peers
- Befriend her assistant

5.) Others can depend on you

- Evidence:
 - Uncertainty – trust
 - Opportunities
 - Confidant for boss

- How to get there:
 - Organized delegation
 - Predictable decisions
 - Follow-through

6.) Others are not overly dependent on you

- Evidence:
 - Magic happens
 - Overzealous employees
 - Few interruptions

- How to get there:
 - Empowerment
 - Touch base
 - Time off

7.) You manage your email

- Evidence:
 - Small inbox
 - Relevant emails
 - Focus on sent items

- How to get there:
 - Delete
 - Create a culture
 - Filter

8.) Meetings are productive

- Evidence:
 - Questions answered
 - Next steps clarified
 - Action follows

- How to get there:
 - Goals
 - Notes
 - Abbreviate the time

9.) You are flexible

■ Evidence:

- You don't panic
- Fast resource redeployment
- Priorities accomplished

■ How to get there:

- Current initiatives list
- Project milestones/phases
- Parking lot

10.) Your work and life are in balance

- Evidence:
 - Non-work relationships
 - Outside interests
 - Lack of daily dread

- How to get there:
 - Goals
 - One calendar
 - One To-Do list

Questions?

Comments, thoughts, cheap shots...

Impact of Psychology

- Motivation/Goal Setting
- Leadership
- Perception
- Cognition

Need organizing assistance?



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