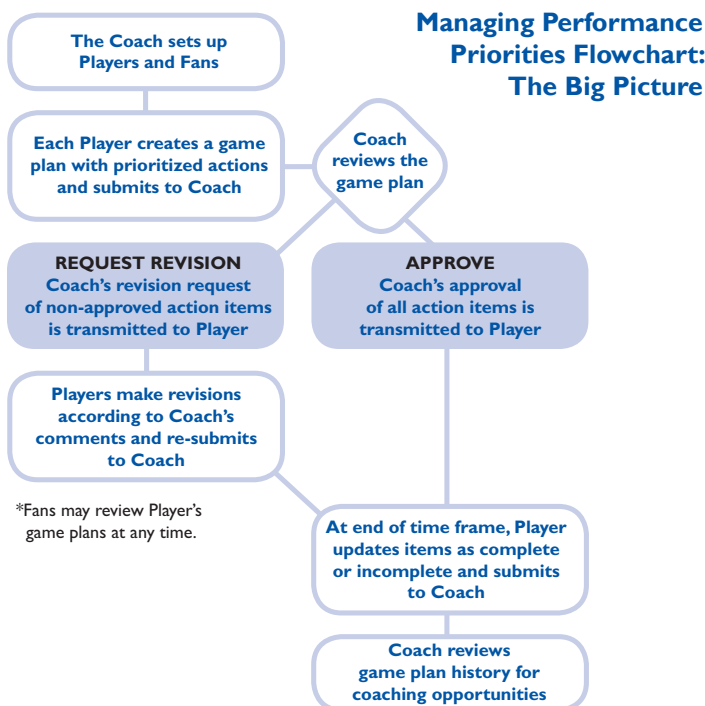# Managing Performance Priorities®
Guiding Self-Management with Effective Communication

Managers today have a long list of responsibilities that go beyond the primary task of managing a team's performance. This causes less focus on working toward goals as a team; and 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 to staying connected and working 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, can review the game plan's progress. At the end of the time frame the tasks are determined complete or incomplete.

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 many situations, as the universal format is simple and easily incorporated. With online accessibility, distance is not an issue for a manager and team in different locations.

Achieve Long-Term Benefits

- Regular and concrete feedback from the coach will benefit the employee's task management and teamwork skills.
- The system supports communication while also providing information to aid performance evaluations.
- Reports are created by date range to show approved, denied, pending, complete or incomplete tasks.
- Reports can be used to help distinguish trends in performance or identify the cause for struggle.
- An unlimited number of players and fans allows for multi-tier management and coaching.

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Provided by:

Managing Performance Priorities Flowchart: The Big Picture

The Coach sets up Players and Fans

Each Player creates a game plan with prioritized actions and submits to Coach

Coach reviews the game plan

REQUEST REVISION
Coach's revision request of non-approved action items is transmitted to Player

APPROVE
Coach's approval of all action items is transmitted to Player

Players make revisions according to Coach's comments and re-submits to Coach

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

At end of time frame, Player updates items as complete or incomplete and submits to Coach

Coach reviews game plan history for coaching opportunities