



How Can You Effectively Criticize A Coworker?

One way is to create the perception of a common goal. This is where choosing the right words helps. It's using a cooperative vocabulary. Instead of saying, "Unless you get moving fast on those statistics, I'm not going to be able to get this report done on time," try emphasizing the common goal: "We could get our report done quickly if you firm up the statistical data while I enter the text." Use words like *we* and *our*.



The second way is to show how a peer's performance affects both of you. So instead of saying, "Get to the meeting on time," try something like, "Look, when you're late, it makes you look bad, it makes me look bad, and we don't get the next project. If we're both on time, we do." Now you've made a permissible criticism. You're saying, it is my business, because it affects my job.

A third tactic is to agree with the coworker, but point out that somebody else higher up would disagree. You say something like, "You know, I used to do it this way because it's easier. But when Jack finds out about this, he's going to make you do it over." Now you've aligned yourself with the person.

~ Author unknown

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The Cost of Keeping Non-Performers

You may be surprised on the amount of money that is wasted when you have non-performers in your business. With businesses feeling the economic crunch, it is important to be able to recognize those who are hard workers, and those who are only costing you money. There are many reasons why eliminating the non-performers in your business is a smart business move.



Here are some reasons why you **should not keep** the non-performers in your company:

1. ***They Cause Bad Customer Service*** – If you have a non-performer in your place of business, their attitude is going to show to your clientele. The non-performers won't feel impelled to give good customer service and often don't want to do anything to help the company. Your clientele doesn't want to deal with someone who is not catering to their needs, especially when they are buying from you. As the business owner, you must address these issues before your clientele starts using your competitor(s).
2. ***They Cost You A Lot Of Money*** – When a non-performer is not doing his or her job, it is costing you money and productivity. Plus, you may be missing out on gaining new clientele too. Having the employee that works hard and gets the job done, is what will help your business grow and to be more competitive. It is your responsibility as a leader, manager, owner, etc... to keep productivity high and the employees focused on the company goals.
3. ***They Bring Down Morale*** – Because the non-performer is not doing his or her work; it often means that someone else has to complete the tasks.

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One Minute Ideas

How Many Businesses Open and Close Each Year?

An estimated 627,200 new employer firms began operations in 2008, and 595,600 firms closed that year. This amounts to an annual turnover of about 10 percent for entry and 10 percent for exit. Non-employer firms have turnover rates three times as high as those of employer firms, mostly because of easier entry and exit conditions.

How Do Regulations Affect Small Firms?

Very small firms with fewer than 20 employees annually spend 45 percent more per employee than larger firms to comply with federal regulations. These very small firms spend four and a half times as much per employee to comply with environmental regulations and 67 percent more per employee on tax compliance than their larger counterparts.

Life is like a ten-speed bike. Most of us have gears we never use.

~ Charles Schulz, Cartoonist



K
Knowledge

A
Attitude

S
Skills

H
Habits

Assists businesses and individuals to improve performance and bottom line results *thru...*

- Business & Individual Coaching
- Strategic Business Planning, and
- Management & Leadership Development

"We can't solve the problems of today using the same kind of thinking we used to create them" — A. Einstein

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This causes frustrations amongst the employees and causes the morale to decrease. Having a decrease in employee morale can lead to lower productivity and means that you have the potential for creating more non-performers. ***This needs to be avoided at all costs.*** If it is not dealt with, you can risk losing employees and clientele.

When you have non-performers eliminated from the payroll, your business can grow and prosper. Non-performers in your business are a plague to your bottom line. As a business owner, it is your responsibility to get to know your employees, keep them focused, productive, and to keep others from becoming a non-performer.



Non-performers will only decrease your chances to increase your revenues for your business. With the morale that is lost, the money that is wasted, and the poor customer service provided, these non-performers can really hurt your business if you don't take action.

Build a company of top performers by eliminating the poor performers and keeping everyone goal orientated.

What gets measured gets done!

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Behaviors For Success

Busy professionals with a strong desire to achieve sometimes fall into slumps which can destroy creative drive. Do your best to avoid these slumps by accepting that you cannot do everything. Delegate responsibilities to others qualified to perform the task. They should share your goals for success.

- ◆ **Be a lifetime learner** – Don't assume you've learned all you need to know. Have a plan for personal growth and work on challenging goals in all areas of your life.
- ◆ **Be proactive** – Solve problems before they occur. Carefully plan procedures to prevent problems and proper handling in the event they do happen.
- ◆ **Communicate your goals** and let others know how they can help you achieve them. Listen carefully to information they provide you.



December 1st – World Aids Day

Around forty million people are living with HIV throughout the world - and that number increases in every region every day. World AIDS Day, December 1st is an opportunity for people worldwide to unite in the fight against HIV and AIDS.



Read more... [World AIDS Day](#)

