

# MANAGING PEOPLE

## *checklist*

### 1. EXPLAIN THE TASK CLEARLY

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- ☐ TELL THEM WHAT NEEDS TO BE DONE STEP-BY-STEP.
- ☐ SHOW AN EXAMPLE IF POSSIBLE.
- ☐ ASK THEM TO REPEAT BACK WHAT THEY NEED TO DO.

### 2. TEACH HOW TO DO IT

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- ☐ MAKE SURE THEY KNOW HOW TO DO THE TASK.
- ☐ BREAK THE TASK INTO SMALL, EASY STEPS.
- ☐ OFFER HELP OR LET THEM WORK WITH SOMEONE WHO KNOWS HOW.

### 3. SET A DEADLINE

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- ☐ TELL THEM WHEN THE TASK NEEDS TO BE FINISHED.
- ☐ EXPLAIN WHY THE DEADLINE IS IMPORTANT.
- ☐ REMIND THEM OF THE DEADLINE IF NEEDED.

### 4. MOTIVATE THEM

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- ☐ TELL THEM WHY THE TASK MATTERS.
- ☐ PRAISE THEM WHEN THEY DO A GOOD JOB.
- ☐ OFFER SUPPORT AND CHECK IN IF THEY SEEM STUCK.

### 5. CHECK FOR PROBLEMS (BLOCKERS)

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- ☐ ASK IF ANYTHING IS STOPPING THEM FROM DOING THE TASK.
- ☐ HELP FIX ANY PROBLEMS OR PROVIDE WHAT THEY NEED
- ☐ ADJUST PLANS IF THE PROBLEM CAN'T BE FIXED RIGHT AWAY.

### 6. BE SPECIFIC

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- ☐ USE CLEAR AND SIMPLE WORDS.
- ☐ AVOID CONFUSING INSTRUCTIONS.
- ☐ BREAK BIG TASKS INTO SMALL, CLEAR ACTIONS.

### 7. MATCH TASK TO SKILLS

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- ☐ MAKE SURE THE TASK FITS WHAT THEY CAN DO.
- ☐ GIVE EXTRA HELP IF NEEDED.
- ☐ CHANGE THE TASK IF IT DOESN'T MATCH THEIR SKILLS.

### 8. FOLLOW UP AND GIVE FEEDBACK

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- ☐ CHECK IN TO SEE HOW THEY ARE DOING.
- ☐ TELL THEM WHAT THEY ARE DOING WELL AND WHAT THEY CAN IMPROVE.
- ☐ OFFER HELP IF THEY NEED IT.