

Be a Better Boss!

Action Steps

Follow these steps to put the article into action!

1. Are there any employees you walk by or interact with, whose name escapes you? Find out their names, and begin to use them each time you run into them. What are some other steps you can take to boost your enthusiasm on a regular basis?

2. The next time someone approaches you with a situation, what steps can you take to make a conscious inquiry into whether you should even be involved? Write some ideas here.

3. What are some typical empathic phrases or sentiments you can use to show encouragement while staying out of a situation? Can you brainstorm some phrases that help direct an employee to begin problem solving on their own?
