



1-minute Management Reminders...

<p>The one minute meeting</p> <p>Briefing meeting 1:1 Twice daily per person</p> <p>Team Target Personal Target</p> <p>Scheduling and logistics</p> <p>What needs to be prepared</p>	<p>Setting SMART goals</p> <p>Specific Measureable Achievable Realistic Timebound</p>
<p>The one minute Praise</p> <ul style="list-style-type: none"> • Immediate • Specific • Impact • Pause – silence – sink in • Encourage to do more of the same • Touch • Consistency 	<p>The one minute reprimand</p> <ul style="list-style-type: none"> • Confirm facts • Immediate • Precisely what they did wrong • How you feel (ACTION not PERSON) • Pause – Silence – sink in • Affectionate touch • Remind how much you respect and value them • Its over!