

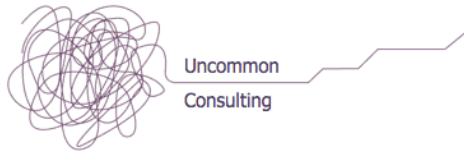
Manager's Magic Potion

Worksheet #1: What's In Your Way?

This is your opportunity to vent about all the frustrating aspects of managing people. How often do you really get to whine, rant and rave about your job? No one will see your work – you can burn the evidence once you're done – so let it fly! For those of you who need a goal – let's shoot for at least 10 things:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

More:

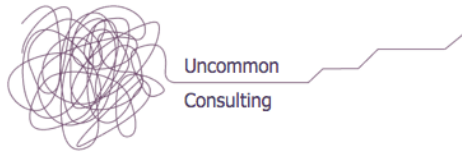


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Worksheet #2: If I Had A Million Hours...

This is your opportunity to dream. Dream of having the time and energy to do all the great things you know you could do. Include that project list that you haven't gotten to, but go beyond even that. Seriously, think about it, if you had all the time you needed, what would the business accomplish? What would your team accomplish? What would it mean to you personally?

Organization	Team	You



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Worksheet #3.1: Next Steps

Remember, the Potion is a philosophy, not a prescription. This means that your decision to use the Potion is a decision to let some control go; make some upfront investment of time (which you will get back in return); and be interested in your employees' perspectives, development and ultimate success.

Complete each question below to prepare yourself to use the Potion.

A. Do you commit to let some control go; make some upfront investment of time (which you will get back in return); and be interested in your employees' perspectives, development and ultimate success.

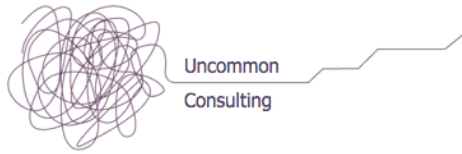
Yes (Great! You're ready for the next step)

Not sure (That's ok. Review the video for all the great benefits of using the Potion and come back when you're ready)

No (Okay. I know it's scary. If you can, try just asking Potion Question #1 and see how it goes. Baby steps. No judgment.)

B. Translate the Potion into your own words:

"Uncommon Speak"	Suggestions	"Manager Speak" (Choose your own)
"Tell me more"	Can you explain further? What else should I know? Can you give me more context?	
What have you done so far?	What steps have you taken? What's happened so far with it?	
What are your next steps?	What do you think you'll do next? What should happen next?	
What obstacles do you foresee?	What's in your way? What might prevent those steps? What problems do you expect?	
How can I help?	How can I help?	How can I help?



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Worksheet #3.2: Next Steps

C. Many managers have found it useful to communicate the Potion to the staff ahead of time. Here is sample language you can use to get started:

"Hi everyone. I just took a great little course called the Manager's Magic Potion by Uncommon Consulting. I wanted to make sure I was doing everything in my power to listen to your input, implement your ideas, give you satisfying opportunities, and increase the productivity and results of the whole team. They showed me one way to do that and I'd like to share it with you.

Basically, when a problem or question comes up, rather than jumping in and not letting you take the lead, I'd like to know more about what you've already done to solve the problem and about what you think we should do. This will help me get out of your way and will give you each an opportunity to get more involved in the decision-making process."

3a. Do you think you'll let your staff know ahead of time? ___Yes ___No

3b. If "No", how might they react if you start using the Potion questions?

3c. If "Yes":

Who will you tell? _____

By when? _____

What will you say? _____

Have fun using the Manager's Magic Potion!