



THE 5 BEST WAYS TO INFLUENCE DIRECTLY AND INDIRECTLY BY MIKE LERARIO

DIRECTLY INFLUENCE (CONTROL)

INDIRECTLY INFLUENCE (COMMAND)

1

SPECIFIC INSTRUCTIONS - HOW

Tell your people exactly what you need them to do, and how you want them to do it. No ambiguous language and provide as much detail as possible.



1

INSTRUCTIONS - WHY

Give instructions that focus on the outcome, not the steps to get there. Provide details only to reinforce what or why, not how.



2

CHECK LISTS

If there are specific tasks you need accomplished, or you need them done in a specific order, check lists ensure everything gets done and in the proper sequence



2

STATEMENT OF INTENT

This is the a statement of purpose; your why as the leader of the group and what you want the organization to accomplish



3

GATES

Divide a task or project into its separate parts and ensure that step 1 is complete before step 2 is started. Establish who has the authority to "open" the gate to the next step.



3

MISSION STATEMENT

Two parts of a mission statement: task (who, what, where, when) and purpose (why). There is nothing in a mission statement about how to accomplish an assigned task; let your people figure that out.



4

INSPECTIONS

How do you know if you can move to the next step or if work is completed to your satisfaction: Inspect for completeness and quality.



4

VISION STATEMENT

What does the future look like? Let your people know what you see as an end state. With your support and the right resources they'll get there



5

LEFT SEAT/RIGHT SEAT

The best way to make sure someone knows how to do a task? Show them and then watch them. It's a metaphor for teaching someone how to drive: you start in the driver's (left) seat while they watch from the passenger's (right) seat; once ready, they move to the left seat to drive while you watch from the right seat.



5

LEFT/RIGHT LIMITS

Don't tell your people the path to take, just show them the left and right limits of the direction you want them to go and let them pick the specific route. Learn more in my book Leadership in Balance <http://bit.ly/LiB1415>

