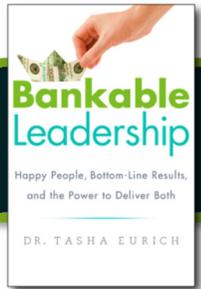


# Bankable Leadership Tip Sheet #13



## How to Do More, Faster: The OLT Principle

According to one study, 64% of executives think they have too many priorities. These days, work is a marathon—if you sprint the first five miles (i.e., take on too much without understanding the impact this will have on your team’s long-term performance), you might not finish the race.

Focusing your team helps them be more productive *and* enjoy their work. Think about a day where you’ve crossed off everything on your to-do list—you probably left the office triumphantly, ready to come back the next day to tackle the next challenge.

Bankable Leaders understand the law of diminishing returns: After a certain point, more work doesn’t mean more productivity. The One Less Thing (or OLT) principle ensures that your team is focused on the right things and spending no more time than necessary to produce the results you need. Here’s how it works. For every activity your team is performing, you (and they) should ask:

1. Can this activity be ***focused*** so less time is spent completing it?
2. Can this activity be ***delegated*** to another person or group?
3. Can this activity be ***stopped*** entirely?

### Tips to Focus It

- 📌 Give your employees no more than five goals at a time to guide their efforts. Help them use these goals as a daily barometer for how they spend their time.
- 📌 Constantly assess whether “good enough” is enough, balancing the time required for perfection with the diminishing improvement you’ll probably see. Even though some things have to be perfect, not everything has to.

### Tips to Delegate It

- 📌 Especially when they’re stressed or overloaded, help your team identify tasks that other people or groups can accomplish.
- 📌 Coach your employees to provide clear instructions about the end result, to hand over projects in their entirety to capable employees, and to help the person who got the project stay on track as it progresses.

### Tips to Stop Doing It

- 📌 Stay aware of changing priorities, and be vigilant about what tasks or projects your team could stop doing entirely so they can focus their energy on what’s most important.
- 📌 Have the courage to challenge assumptions about how your team should spend its time as business conditions change.

More resources available at [www.BankableLeadership.com](http://www.BankableLeadership.com)

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