

THE SIMPLICITY SURVIVAL HANDBOOK

32 Ways To Do Less And Accomplish More

BILL JENSEN

BILL JENSEN is president and CEO of his own consulting firm, The Jensen Group. Mr. Jensen has spent more than a decade analyzing how companies design their work systems. As a result of this research and other consulting assignments, Mr. Jensen specializes in improving how people work. This is the third book Mr. Jensen has written on this topic, the previous two being *Simplicity* and *Work 2.0*.

The Web site for this book is at www.simplerwork.com.

SUMMARIES.COM is a concentrated business information service. Every week, subscribers are e-mailed a concise summary of a different business book. Each summary is about 8 pages long and contains the stripped-down essential ideas from the entire book in a time-saving format. By investing less than one hour per week in these summaries, subscribers gain a working knowledge of the top business titles. Subscriptions are available on a monthly or yearly basis. Further information is available at www.summaries.com.

MAIN IDEA

To accomplish more, find tangible ways to do less of the stuff that doesn't matter and more of the stuff that does.

In practical terms, this usually involves finding ways to cut off all the corporate silliness and senseless stuff which pervades most organizations. The antidote is usually to simplify things and get back to the basic, productive activities which will generate the bulk of the value you personally add. This may not be as hard as it sounds at first, since most of your day-to-day complexities probably originate from within your organization rather than externally. This is good because it means the cut-off valve also resides within your firm, not outside it.

Put another way, the real key to doing more isn't to become better at what you do. Instead, find simple ways to eliminate all the other stuff so you can spend more time applying your unique talents on what genuinely matters. That's the smart approach to greater personal productivity.

- | | | |
|---------------|----|---|
| Daily Rituals | 1 | Ignore most of the corporate communications you receive |
| | 2 | Delete about 75-percent of the e-mails you receive each day |
| | 3 | Be able to communicate with others quickly and efficiently |
| | 4 | Leave shorter voicemails to generate better results |
| | 5 | Write shorter e-mails to generate better results |
| | 6 | Make memorable presentations by doing less, not more |
| | 7 | Go to fewer meetings and get more out of those you do attend |
| | 8 | If you have to run a meeting, set an example of how to do them well |
| | 9 | Give executives less information, not more |
| | 10 | Learn how to say "No" more frequently to more people |
| | 11 | Keep asking "Why?" as many times as needed to stop problems |
| | 12 | Become adept at dealing with a boss who just "doesn't get it" |
| | 13 | Become absolutely fanatical about avoiding time-wasters |
| Career Tips | 14 | Always spend a day with a prospective employer before starting |
| | 15 | Get the new job orientation you need and deserve |
| | 16 | Clarify your work goals quickly and decisively |
| | 17 | Deal with managers who keep piling more jobs on you |
| | 18 | Deal with co-workers who keep piling it on (unknowingly) |
| | 19 | Track your success at actually doing less but achieving more |
| | 20 | Customize training programs so they provide what you need |
| | 21 | Keep continuously improving your do-less skillsets |
| | 22 | Deal with performance appraisals intelligently |
| | 23 | Get better budgets with less effort and hassles |
| | 24 | Become a trusted advisor to your organization's senior executives |
| | 25 | Generate more personal respect and productivity |
| | 26 | Make a decision – Should you stay or should you go? |
| Leadership | 27 | Fix your leadership development process |
| | 28 | Fix your tools so people can build a simpler workplace |
| | 29 | Turn corporate transparency into a competitive advantage |
| | 30 | Put in place a better performance management system |
| | 31 | Fix your training and development programs so they work |
| | 32 | Become one of tomorrow's great places to work |

Summaries.Com

The Ultimate Business Library



We condense **300+ page** business books into **8-page** summaries.

By reading summaries, you'll get the **key ideas** in **30 mins**, so you can spend more time turning your ideas into **dollars**.

Knowledge is Power — Invest in Your Future

For just **\$2 per week**, you will...

- Learn from the mistakes and success of the smartest people in business;
- Get fresh ideas, strategies & motivation that could be worth millions to you;
- Follow emerging trends, so you can catch the wave before your competitors do;
- Catch up on the classics you always wanted to read.

1,000 Top Business Book Summaries

Our catalog includes summaries on a range of topics for aspiring entrepreneurs, managers, and consultants.

BUSINESS PLANS

MANAGEMENT

PRESENTATIONS

SALES

LEADERSHIP

MOTIVATION

STRATEGY

AND MORE

