



TIP OF THE WEEK

September 4, 2007

If you have a job description, when was the last time you looked at it? Does your job description just say what your job responsibilities are, that you're responsible for this and responsible for that, or does it include performance measures like these are the things I'm going to get done this year? What are the four or five major activities that you're going to be involved in that support your company's goals and strategy? A good job description changes from year to year. Why don't you sit down and write down the four or five things that you have to get right in order for your company to be successful? Once you figure out what those four or five things are, go to each of your direct reports and ask them what activities they can do to support your activities.

Good luck. Work **ON** your business. Stay in touch.

51 HOLLAND
AVENUE
WESTFIELD
MASS
01085-3730

The Markens Group

Ben Markens