

Leader Toolkit

Identify quick wins



We are **INSPIRATIONAL** and **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We inspire each other to be brave and bold. We do the right thing and strive for excellence in all we do.

Why use this tool

Before jumping into how to achieve this win, it's important to make one point clear, your win should be a **team win, not just your win**. You need to consciously involve your team in your early achievements. This will prepare you for success as leaders are ultimately most successful when they accomplish work through others, and it will also build confidence across your team.

Most importantly, decide where you want to focus your efforts. There will be probably be many possible projects for you to pursue, so you need to make sure that you choose one that is achievable, measurable, and to the greatest extent possible, aligned with key team or organisational priorities.

When to use this tool

Use this tool when you are transitioning to a new leadership role.

If you 'revitalising' your leadership, use this checklist to consider whether there are areas you would like to revisit.

How to use this tool

Step 1 **Analyse potential quick wins** and find two or three quick wins that deliver the outcomes you need and that can be accomplished within the first 90 days in your new role.

Step 2 **Validate and plan the detail of the three quick wins that you will pursue** - specific actions that deliver concrete, achievable results.

Step 3 **Transfer actions** to your **90 day plan**.

All your quick wins should have these 5 key attributes:

- A clear, readily understood objective
- Results that will build your credibility with key stakeholders such as your team and your leader
- A win for your TEAM as well as for your leadership - collective quick wins
- Buy-in from other key stakeholders
- Effective measures of success that are understood and recognised by key stakeholders.

Tips

Avoid common traps (1)

- Taking on too much and losing focus
It is essential to identify and validate potential opportunities and then focus your energies on turning them into wins.
- Choosing quick win projects that fail to build momentum.
The quick win projects you choose must give your leadership momentum. They must deliver outcomes for your team and other key stakeholders.
- Targeting outcomes that are not valued by the organisation's culture.
All organisations are different and value different types of outcomes. Be sure your quick win project is seen as a win by your team and direct leader.
- Targeting outcomes that are not valued by your direct leader.
Your quick win objectives will define outcomes that matter to your team and your organisation but the outcomes should also earn the good opinion of your leader.
- Achieving results at the expense of an acceptable way of 'doing business'.
You will be judged as much by the way you achieve results as by the results themselves. The process you use to achieve results should be respected by your peers, your team and your leader and align to the behaviours.

(1) The notes on common traps to avoid are based on *Avoiding Common Traps*, pp81-90, *The First 90 Days: Critical Success Strategies for New Leaders at All Levels*, Michael Watkins. Harvard Business School Press, 2003.

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Step 1: Analyse potential quick wins

Brainstorm a list of potential quick wins, then **do an initial analysis to test their potential** for inclusion in your **90 day plan**.

Quick win	Objective	Significance	Credibility	Team capability and capacity		Your assessment
Write a short name for referring to the quick win project.	Write a clear objective for the quick win. Remember! Your team must see the project as a TEAM quick win .	Must be either urgent or important !	Identify key stakeholders with whom this quick win MUST build credibility.	Does your team have the skills & experience required? [Y/N]	Can your team achieve this win within your first 90 days? [Y/N]	Quick win has potential? [Y/N]
			Leader Team Others [Specify]			
			Leader Team Others [Specify]			
			Leader Team Others [Specify]			
			Leader Team Others [Specify]			
			Leader Team Others [Specify]			



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Step 2: *Validate and plan the detail of the three quick wins that you will pursue*

Specific actions that deliver concrete, achievable results for inclusion in your **90 day plan**.

Which quick win?	Can we ACHIEVE this quick win?		Can we DELIVER concrete results?		
	Team contribution	Stakeholder buy-in	Metrics to measure success	Draft action line >> 90 day plan	
Quick win project + objective	Break the quick win into manageable parts - realistic team actions.	List how to gain support of key contacts.	Define objective measures OR useful subjective/ anecdotal measures.	Major & interim milestones [actions] to track progress.	Date for plan

