

Lead-Up Principle #6

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BE PREPARED EVERY TIME YOU TAKE YOUR LEADER'S TIME

Your leader's time is valuable – Microsoft employees will wait their entire career to get 45 minutes with Bill Gates.

- I. Invest 10X
 - a. Spend 10 minutes preparing for every 1 minute you expect to meet with your leader
- II. Don't make your boss think for you
 - a. Only ask questions that you cannot answer for yourself
- III. Bring something to the table
 - a. Bring value to your leader. Don't make them 'serve' you.
- IV. When asked to speak, don't wing it
 - a. Be able to think on your feet, but don't be unprepared
- V. Learn to speak your boss's language
 - a. Will make it easier to connect with your leader and be able to speak on their behalf
- VI. Get to the bottom line
 - a. Be concise; if your leader needs more information they will ask for it
- VII. Give a return on your leader's investment
 - a. If your leader invests their time with you, make sure they know their time was well spent.