



Technology Services Mentoring Monday Mentoring Munch (M³) Team

Frankie Jackson led the Technology Leadership Mentoring team meeting on Monday, [August 6, 2018](#)

- The notes from the meeting are [here](#).
- The team discussed John Maxwell's book – 360 Degree Leadership, Lead Up Principal #6. Notes from the team's discussion is [here](#). Dava Clark presented the topic. The key point is to be prepared and created value for your leader!

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.

Technology Services Mentoring Team



Frankie also provided training in: [CETL 1A – Developing a Shared Vision](#).

DEVELOPING
the LEADERS
AROUND YOU

HOW TO HELP OTHERS
REACH THEIR FULL POTENTIAL