Tom Wagner

To: Subject: SEPT Focus September FOCUS

Focus

A publication of Wagner Consulting Group September 2013

Advice from the LinkedIn CEO

If you're one of my executive coaching clients or long-time *Focus* reader, the subject matter of this article will be familiar. Still, good advice bears repeating.

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"The highest ROI [return on investment] management tool I know is one that is available to everyone, costs essentially nothing, and is a proven driver of workplace productivity. That tool is gratitude." August 19, 2013 post by Jeff Weiner, CEO at social networking site LinkedIn.

Jeff Weiner goes on to offer five tips on showing appreciation for a job well done.

- 1. Be thoughtful. Match the type of appreciation to the person and circumstance.
- 2. Be genuine.
- 3. Pick your spots. Apply The Goldilocks Principle: not too much praise, not too little, just the right amount.
- 4. Solicit suggestions. Ask for examples of great work of which you might be unaware.
- 5. Learn how to take a compliment. The better you are at receiving a compliment, the more effective you'll be at giving one.

To which I say, "Amen." Read Weiner's full post at the following link:

http://www.linkedin.com/today/post/article/20130819022913-22330283-the-highestroi-management-tool-in-business

Tom



Tom Wagner

President, Wagner Consulting Group, Inc.

Success is not the key to happiness. Happiness is the key to success.

601 853-0076

www.wagnercg.com

Follow me on Twitter at @tomwagner72

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