

Keep It Super Simple

You might have learned a different definition of this acronym but keeping things simple was probably the primary focus. The SIMPLE principle can benefit our professional and personal lives because we often make life far too difficult.

Embedded in the principle are a few steps that are very consistent with effective decision making and planning. If we address problems and solutions with a logical, more analytical approach, would the results prove worthy of our efforts? Let's keep it simple and find out.

5 Easy Steps To Keep Things Simple

1. Assess The Situation

Talk to your team and find out what is working. You may have team activities that are working and need to be preserved. Follow the same procedure to discover what isn't working. Make it clear that you are open to making changes, especially when the changes will enhance team productivity, effectiveness, and engagement. In response, they will be more open to telling you where they see the need for improvements.

2. Review The Current Process

Once you and your team have identified systems or processes that require attention, review the current conditions, and identify steps and activities that are working along with the parts that need to be improved, introduced, or eliminated.

3. Test Your Solutions

With your process improvements identified, it's time for testing. If the improved activity only requires one or two minor adjustments the testing will be easy. If wholesale changes are required, consider implementing small modifications and assessments until the entire process has been successfully updated.

4. Adjust Quickly

If the new system or process needs to be tweaked, then do it. Don't waste time on ineffective solutions. It is acceptable to admit something didn't work as planned. You are trying something different so don't be surprised if the solution requires minor adjustments. Remaining flexible and open to modifications will prevent you from creating something new that is worse than the original.

5. Implement Consistently

Now that it has been tested and evaluated, make it a part of the organization's reality. It is time to communicate and implement. Make sure everyone is aware of the changes and how they will benefit customers and staff. Both audiences have a vested interest in how things get done. You also need to actively manage implementation. Try to follow a consistent sequence when you begin implementation.

How you approach change, make decisions, introduce modifications, and equip employees for success is visible to team members. Remain consistent in your approach to build confidence with employees responsible for execution.

Don't let old habits and company politics make things more complicated than necessary. Simplicity is key. Keeping things simple provides a better chance for success. KEEP IT SUPER SIMPLE!