

Better

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Work

A GUIDE TO

Better Me

Better We

Better Ways

SUM UP BOOKLET

Explore topics of how prioritise, have meaningful meetings, and thrive within your work.





How to Set Better Priorities

with Cathal Quinlan & Annette Sloan

What does a Good Day look like?

Making everyday better involves spending time on meaningful activities, feeling good about the work's quality and impact, and sustaining energy for consistent productivity, despite facing constraints and challenges.

Being kind to our brain



Overloading our brain is not going to result in getting more work done. The best thing to do is giving our brain one thing to do at a time.

Top 3 Takeaways

Clear Mindset & Intentions

Set deliberate direction and focus for your day

- What's my aim and what matters?
- What's my attitude, is it helping achieve my goals?
- What assumptions am I making that I might want to check and challenge?
- Given my priorities, where should I focus my attention?

Using "When-Then" Technique


Visualise your goal, and then imagine a situation in which you have to overcome an obstacle. Planning an solution to the obstacle will increase the likelihood of achieving your goal, even in moments of decision-making panic. Example is "when" I want to go for a walk and it's raining, "then" I will use the umbrella I have left by the door.

Positive Relationships

Building positive and brain-friendly relationships, including giving positive feedback and setting boundaries. It is essential for maintaining energy and avoiding burnout.

Learn More

Think



 Think about drawing your own lines as setting your intentions and priorities in many ways it is setting your boundaries. Remember if you don't draw your own lines, someone else will.

Read

 [Caroline's book - How to Have a Good Day.](#)



Act

-  Try to do single-tasking and focus on one thing at a time. Keep a short list in front of you and only put today tasks in view.
-  Before any important task or conversation, take a moment to articulate what you want to pay attention to. It will change the way you experience it.

Listen

Unlock this Pod Sum Up by listening to [Caroline's interview.](#)



My Next Steps

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How to Have Better Meetings

with Cathal Quinlan & Annette Sloan

The Relationship between Meeting Quality and Organisational Culture

Meetings reflect the dynamics of an organisation, including preparation, respect, psychological safety, and participation. If meetings are disorganised and inefficient, it may reflect a disorganised culture where people don't feel safe to show up as themselves and engage. Meetings are a great place to start making changes because they are a contained space that everyone experiences. Changing meetings is an effective way to change culture.

Top 3 Takeaways

Clear Desired Outcomes

To have an effective meeting, clarify the desired outcome and purpose. Ensure alignment by sharing a clear list of objectives and asking for clarity before accepting a meeting to understand what's going to be accomplished and the role you'll play in the meeting.

Inclusivity in Meetings

Mamie's identified three elements of inclusive meetings

- Paying attention to introverts and extroverts.
- Creating psychological safety to express thoughts and questions.
- Being aware of identity dynamics such as gender and background.

Keep Meetings on Track

Assign someone in the meeting to act as the 'Guardian', who tracks how we are performing on achieving the meeting goals and living the company values we aspire to e.g. Teamwork. They will give their summary at the end of the meeting.

Learn More

Think

- 💡 About when setting up a meeting, does it have a clear purpose, objectives and thoughtful list of attendees. Take care to manage behaviours and wrap up the meeting well.

Read

- ★ Mamie's book - [Momentum: Creating Effective, Engaging and Enjoyable Meetings](#)



Act

- 📅 If invited to a meeting with no agenda, ask the owner of the meeting - what is going to be accomplished? And what is the role you'll playing in the meeting?
- 📅 If you are a owner of meeting, reflect, iterate and refine. All meetings are a work in progress and always need to be reviewed to be made better.

Listen

Unlock this Pod Sum Up by listening to [Mamies' interview](#).



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Creating Caring & Thriving Teams

with Cathal Quinlan & Annette Sloan

Managers can directly impact how happy we are at work

One Third of UK Workers have left a role due to bad management. The research carried out by the Chartered Management Institute expressed concerned about the quality of management and the impact on employees daily lives.

Top 3 Takeaways

Creating Thriving Teams

Start by addressing basic needs, teamwork, and growth in a deliberate order. It might look like:

- Providing clear goals and expectations.
- Giving employees a sense of purpose.
- Meaningful weekly conversations with team members.

Strengths-Based Approach

Focus on understanding and amplifying your strengths to enhance engagement and well-being.

You can utilise tools like the Clifton Strengths Assessment to identify and develop your strengths, emphasising their positive impact on work and life.

Hybrid Work Dynamics

Hybrid work requires deliberate design, involving teams in shaping their work arrangements. Balancing remote and in-person interactions is crucial for both social connection and business success.

Recognise the importance of in-person time for team cohesion, well-being, and customer satisfaction.

Learn More

Think

- 💡 Review the [Q12](#) below and think about how you could drive happier teams at work?

Read

- ★ Jim Harter's book - [It's the Manager](#) and [Culture Shock](#).



Act

- 📅 Key to making others feel seen, heard, and cared for is to give them our full attention. Try be present and listen in your next meeting.
- 📅 Take 15-30 minutes to have a meaningful conversation with your team member or manager. Use the Q12 below as your guide.
- 📅 Work on identifying your strengths, ask others how they see you using them.

Listen

Unlock this Pod Sum Up by listening to [Jim's interview](#).



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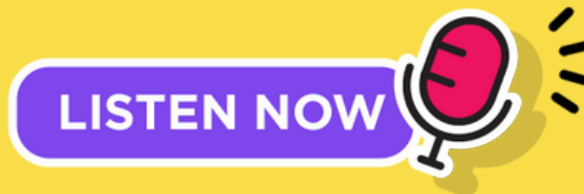
How to Measure Employee Engagement With the Q12

0	How satisfied are you with your company as a place to work
1	I know what is expected of me at work.
2	I have the materials and equipment I need to do my work right.
3	At work, I have the opportunity to do what I do best every day.
4	In the last seven days, I have received recognition or praise for doing good work.
5	My supervisor, or someone at work, seems to care about me as a person.
6	There is someone at work who encourages my development.
7	At work, my opinions seem to count.
8	The mission or purpose of my company makes me feel my job is important.
9	My associates or fellow employees are committed to doing quality work.
10	I have a best friend at work.
11	In the last six months, someone at work has talked to me about my progress.
12	This last year, I have had opportunities at work to learn and grow.

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Have a question for Cathal and Annette?
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