

# **ACTION GUIDE**

**Six Deadly Mistakes Recruiting Firm Owners Make That Cost Them Talented New Hires, Greater Turnover, and Weak Retention....**

***AND....How to Avoid Them!***

**MODULE # 5**

***Motivation & Accountability  
Strategies that Raise  
Production & Increase Productivity***

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## Common Mistakes on Motivation

Expecting People to be \_\_\_\_\_

Expecting them to work as hard as \_\_\_\_\_

Expecting them to set \_\_\_\_\_

## Building Their Dreams

Most have dreams NOT defined goals \_\_\_\_\_

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AFTER 60-90 days \_\_\_\_\_

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Impotent goals? \_\_\_\_\_

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Convert their dreams into defined goals \_\_\_\_\_

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# Get them their Dream!

Get them their Dream! \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Most important thing you can do:  
\_\_\_\_\_  
\_\_\_\_\_

Expect resistance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Old model: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will know if they are off target \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Leads to A crucial mistake most owner/mgrs make  
\_\_\_\_\_  
\_\_\_\_\_

Planning with your people without good follow-thru reduces its effectiveness 70-80% \_\_\_\_\_

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*Realize you are working with highly talented people who know WHAT & how to do the job, but just aren't!* \_\_\_\_\_

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That which is measured improves. **That which is measured AND** \_\_\_\_\_ improves **EXPONENTIALLY!** \_\_\_\_\_

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## **Structure of Weekly or Bi-Weekly Coaching for Your People**

Frequency \_\_\_\_\_

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Have an agenda for each meeting \_\_\_\_\_

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Effective Coaching strategies \_\_\_\_\_

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Allow for self-discovery \_\_\_\_\_

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Leave each meeting with action items \_\_\_\_\_

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Hold them accountable \_\_\_\_\_

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***Now, Execute!!!***

**Things rarely get stuck because of lack of time. They get stuck because the *doing of them* has not been defined.**

~ David Allen

**There is usually an inverse proportion between how much something is on your mind and how much it's getting done.**

~ David Allen