

# 5 WAYS TO DRIVE EXTREME ALIGNMENT



## Provide Drafts and Samples

Regularly provide drafts and samples of work-in-progress to your boss and key collaborators. Don't wait until someone notices a problem to discover you were going in the wrong direction.



## Ask Others to Watch You Work

Ask your boss, colleagues, or direct reports to watch you work once in a while. Provide job aids so they really understand what you're doing. That will make their feedback more useful.



## Prepare for Structured 1:1s

In every one-on-one conversation, provide a clear account of what you are planning to do next and how you are planning to do it.



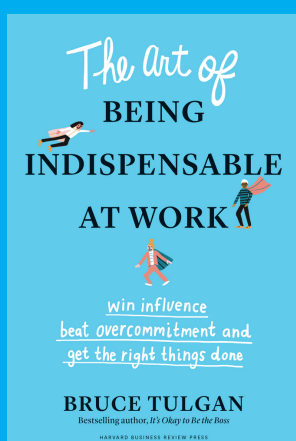
## Use Self-Monitoring Tools

Use project plans, checklists, and activity logs to share ongoing data with your boss and fellow collaborators.



## Ask Good Questions

Ask good questions, listen carefully, pay attention, and take lots of notes. And don't try to hide it! You'll be surprised how much respect you convey by taking the time to take note of what other people are saying.



Be a go-to person in your organization!

Learn how in *The Art of Being Indispensable at Work*

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