

# Slow Down to Speed Up: 36 Actions to Accelerate Success!



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# Slow Down to Speed Up

**When you take a pause in the busyness of your day, you free up time for a wide variety of actions to help you get better, faster, more sustainable results.**

**Here are 36 ways you can leverage these deliberate breaks in the action.**

# Assess

- 1. Your current situation, challenge, or opportunity.** Examine it from a variety of angles. Is this a near-term priority? Will it help you advance your strategic objectives? When and how will you approach it for the greatest impact and advantage?
- 2. The competition.** In which ways does the competition have an advantage? What are your competitor's gaps or weaknesses? How can you differentiate and elevate yourself to gain advantage and increase market share?
- 3. Your team.** Look closely at talent, individual and collective performance, potential, behavior, collaboration, communication, conflict resolution, and trust. Is your team performing at the highest possible level? Do you have the right people in the right roles doing the right things? Do you need to make any changes to structure or staffing to accelerate impact and improve outcomes?
- 4. Your personal brand, reputation, and credibility within the organization.** Have you earned the respect and recognition of colleagues, managers, and partners? Do others see you as you see yourself? How will you build upon the good and address shortcomings to build a stellar personal brand?
- 5. Your reputation with customers and clients.** How are you perceived beyond your organization? Are your customer relationships as strong as they need to be? Are there concerns or problems to be addressed? How can you leverage, change, or improve your reputation?

# Align

**6. With your boss.** What are the parameters and primary objectives of your role? What are the key success factors and how will you recognize progress? What is the scope of responsibility and decision-making authority? How often will you meet? What kind of information must get escalated immediately? How much funding is available to implement your initiatives? What is your career path and what are your most important next steps?

**7. With other stakeholders and business partners.** Ensure mutual understanding and agreement: What are you trying to achieve? What's the strategy? What are the top priorities? What's a reasonable time frame for reaching milestones? How will you collaborate and communicate?

“ Liz brought a keen insight of where I fit within the organizational dynamics and made excellent suggestions which were directed at facilitating my onboarding into the company. I would recommend her without any hesitation to any organization or individual looking to effectively enter into a new leadership position and culture.

Mark Holtz, Senior Vice President of Operations & COO

# Acknowledge

**8. The contributions of others.** A few words of genuine appreciation can have a tremendous impact. Observe and recognize the efforts and accomplishments of your team and other contributors. Don't hold back.

**9. Stress.** Especially in demanding times, your team will be feeling the pressure. As a leader, you can reduce their feelings of overwhelm, anxiety, and frustration simply by validating the extra burden your team is carrying.

**10. Unspoken tension or conflict among the team.** If you put your head in the sand and pretend everything is fine, you will only compound the problem. Acknowledge what's happening. Bring it out into the open where it can be resolved.

“

Liz is an experienced and effective executive coach who can be trusted and goes above and beyond for the client.

”

Anthony G Johnson, President and CEO at Goldfinch Bio

# Assign

**11. Roles and activities** to the people who are most capable of getting it done quickly and well.

“

Liz provides a practical guide [Slow Down to Speed Up: Lead, Succeed, and Thrive in a 24/7 World] to identifying and focusing on the important, being clear about priorities, and getting rid of distractions. She brings her points to life with real world stories about a struggle, the action taken and the results. As the book is geared toward busy executives, she has designed it to be an easy read with practical tools to put into action right now. A must read!

”

Heidi Pozzo, 5 Star Amazon Review

# Articulate

- 12. Your vision.** What is your compelling view of the future? What will the organization look like and where will you be in a year, or five, or farther into the future? Be sure to convey a captivating and inspirational view of what's possible.
- 13. Your strategy.** How will you and the organization get from here to there?
- 14. Your enthusiasm.** As a leader, you set the tone. Success requires effort, perseverance, and optimism. Share your positivity and zeal with your team, customers, investors—everyone whose support and engagement is essential to achieving remarkable outcomes.
- 15. Your concerns.** I'm not suggesting that you share information that doesn't belong in the public purview. You shouldn't worry your organization or your customers about concerns that you, as a leader, must address privately. But do employ a genuine and open style as you communicate potential obstacles to be tackled. This is the foundation for building trust, identifying solutions, and getting past the immediate challenge.
- 16. Context.** Your employees will be more engaged, and you will encounter less resistance, when you share the big picture and explain the reasons behind a given approach or change in direction.

# Acquire

**17. The support you will need to achieve your goals.** Whose championship and commitment is most needed? Spend time with those people, explain your approach. Show them how helping you brings value to them and the organization.

**18. The resources you need to expedite progress.** Do you need funding? Headcount? Training for the team? Advisors, coaches or contractors? By proactively lining up the right resources, you will reach your goals much faster.

**19. The knowledge, experience, or advice** needed to advance your career, increase impact, and get to the next level of success.

“

Slow Down to Speed Up is a powerful book on how to thrive in today's fast-paced, 24/7 world. Liz provides strategies, ideas and insights on how to succeed in these trying times. It is well-worth adding to your library to advance your career!

”

Lisa Anderson, 5 Star Amazon Review



# Address

**20. Concerns.** Don't attempt to ignore or dismiss others' concerns—or your own. Get out in front of the worries. Discuss, address, and remedy them now to avoid trouble down the road.

**21. Questions.** By directly and proactively addressing questions—about decisions, strategy, context, management changes, market challenges, and more—you create clarity. And clarity will help you accelerate progress, avoid mistakes, and prevent unwanted disruptions. It takes time, but the return on that time will be exponential.

**22. Obstacles.** A leader cannot afford to put his head in the sand. There will always be obstacles to progress. The sooner and more thoughtfully you address these challenges, the faster you will get to your end goal.

**23. Expectations.** What are others expecting of you, your team or a given initiative? Don't wait for people to come to you. Take the lead. Address expectations and revisit them over time. Ask your stakeholders: Am I (are we) meeting your expectations? What's working well and what needs to be revised?

# Assist

## **24. Your colleagues, manager, team members, customers, and clients.**

By taking the time to lend a hand—by going out of your way to be there for the people who need and rely upon you—you establish yourself as a leader who cares. You build strong relationships. You increase trust. All essential for impactful leadership.

“

Slow Down to Speed Up is purposefully written with executives in mind and hits the pain points spot on. We are all trying to get ahead but at what cost? This book is urging us to slow down and gives clear examples of how and why to do so.

”

Foster Digital Media, 5 Star Amazon Review

# Ask

**25. How others are faring in the face of challenge and change.** Check in with colleagues, employees, business partners, and customers. When you make a personal connection, you build trust, strengthen relationships, and foster open communication.

**26. Pertinent questions.** There is no prize for being clairvoyant. Don't try to read the minds of people around you and don't wing it when information is unclear or lacking. Ask relevant, thought-provoking questions to ensure complete understanding and open the door to meaningful discussion.

**27. For help.** Many leaders are reluctant to ask for help, out of concern that they will appear weak. The truth is, it takes courage to be vulnerable. Ask for the help you need. You'll be setting a great example for the people around you.

**28. For specificity and context.** If you're only getting the gestalt, you probably need to request additional information. This will help you understand expectations and clarify your role in achieving a goal.

**29. For dissenting and divergent points of view.** Even if you are the ultimate decision-maker, you should engage others in the process by soliciting ideas and perspectives. Where are the potential challenges or obstacles you might otherwise miss? Is there a better way? Give others an opportunity to share how they see a given situation and your decision will be better-informed as a result. By seeking input from others, you'll also increase the buy-in and trust of those who would resist a dictatorial approach.

# Anticipate

**30. Changing conditions.** Don't let changes in the marketplace, regulatory environment, talent pool, or global economy take you by surprise. Look around and ahead to anticipate, adapt, and leverage changing conditions.

**31. Resistance.** When you propose something new, you will encounter resistance. Expect it. Be ready to address it head-on to mitigate the drag it can create.

**32. Opportunities.** For yourself, your team, and your company. When you see opportunity before it arrives, you set yourself up for success. Anticipate what's coming down the pike so you can fully leverage it. In the famous words of Louis Pasteur, "Fortune favors the prepared mind."

**33. Questions.** Which questions or concerns are likely to emerge regarding a given project, strategy, or decision? Take the time to think them through. If you anticipate the questions likely to come your way, you can prepare thoughtful and convincing responses.

# Accentuate

**34. Behavior.** Yes, performance matters. But it's not enough to get the work done. Getting it done ethically, responsibly, respectfully, and collaboratively matters just as much. Be sure your team understands and adheres to your behavioral expectations.

**35. What's going well.** By focusing on the positive and emphasizing opportunity, progress and growth, you help your team to remain inspired and motivated even when times get tough.

“ Liz Bywater is a leadership and organisational transformation expert. She is one of the few consultants I have worked with that brings deep domain expertise to the psychology of leadership and combines it with strong commercial acumen.

Liz's style is intelligent, enquiring, authentic and pragmatic. It is this style that underpins an amazing ability to achieve outcomes for her clients. If you're looking for a thought leader who will make a lasting difference to your people and your business I would strongly recommend speaking with Liz.

”

Steve Johnson, Managing Director, Transformation Partners

# Advise, train, and develop

**36. Your team.** Even the smartest and most dedicated employees require advice, direction, mentoring, and training to do their jobs well. In the words of Jeff Moody, former CEO of Rita's Italian Ice and Subway Franchise Advertising Fund Trust:

*"When I was a division VP with Pizza Hut we had a training principle that transcends any single brand: When you train an employee on a new product and have them make it three times properly, the process gets ingrained. They'll make it properly forever. If you don't supervise them, it is almost impossible to get them to learn the right procedure. Taking the time to properly train is critical."*

# Liz Bywater, PhD



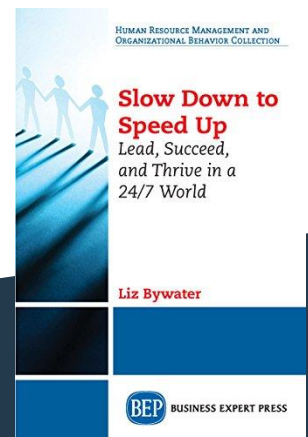
Dr. Liz Bywater has been called a one-of-a-kind leadership expert. Working at the intersection of business and psychology, she brings together practical experience (advising top executives across the Fortune 500), advanced education (she's earned a PhD in Psychology) and a dynamic personal style to inspire, engage and advise her clients.

Liz works with senior leaders at some of the world's most successful companies: Johnson & Johnson, Nike, Bristol-Myers Squibb, AmerisourceBergen, Thomson Reuters, and more. Drawing upon her expertise in human behavior, Liz advises her clients to slow down and put an end to daily fire fighting, freeing up time and energy to lead strategically, drive rapid growth, propel innovation, increase influence, lead their teams through change, and build the organization of the future.

A thought leader in organizational excellence, Liz provides expert commentary for such publications as the Wall Street Journal, NY Times, Fast Company and USA Today. She is a member of the Editorial Advisory Board for Life Science Leader, where you will can read her monthly column, Dr. Liz Bywater on Leadership. She is also a featured guest on such broadcasts as CBS's Philadelphia Agenda and Woman of the Week.

Learn more about Liz at her website: [www.lizbywater.com](http://www.lizbywater.com) or buy her book:

***Slow Down to Speed Up: Lead, Succeed, and Thrive in a 24/7 World*** is a powerful new resource for leaders from the C-Suite to the front line. Filled with innovative new approaches, pragmatic tools, and real-life success stories, this book tackles the universal challenge of achieving better, faster, more sustainable results in a world of non-stop demands and constant connectivity. Get your copy today from [www.lizbywater.com](http://www.lizbywater.com)



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