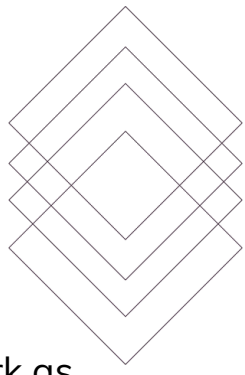


LEADERSHIP

MELISSA  
MACHAT

# LEADERSHIP LESSONS



Do you have a team and yet everyone still heavily depends on you?

Are you getting frustrated because no one seems to care as much or work as hard as you do, and your tying the teams results to your own self worth or confidence as a leader.

You want to lead a team and you see the potential, but something isn't flowing the way you had hoped and you are spending too much time training and in the weeds of your business.

And every time someone leaves it's like PTSD and starting all over again.

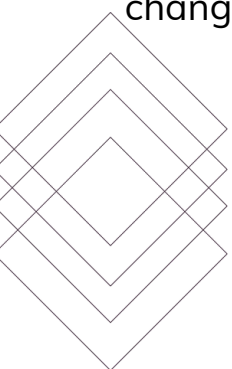
Have you had thoughts of saying "forget the team and maybe I'll just do it on my own and stay small?"

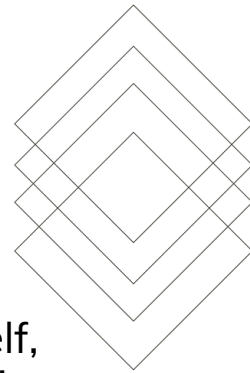
In full transparency I've been there, and I actually considered moving away to fix my team problems. (I realized that would NOT have solved my problems)

I didn't understand why things weren't working, I spent a lot of time and energy and emotions wondering and questioning if I had true talent, if I had the right people around me, and thinking this must be my fault and questioning my own self worth and ability to run a business.

Which is COMPLETELY EXHAUSTING!

If this resonates with you and you can relate, don't worry because you are not alone and I'm about to share some resources with you that will help your team grow, give you time back, and share some leadership lessons that changed my life!





# STEP ONE: REALITY CHECK

Write out everyone on your team right now including yourself, and rank them in the following areas on a scale of 1-5 (1 being the lowest, 5 being strongest).

Effort: How would you rate their effort and work ethic

Results: How would you rate their results

Culture Fit: Do they fit your mission, vision, values, and have an aligned purpose

Attitude: How is their attitude and mindset

Skills: How are their skills

Energy: Do they excite you or do they drain your energy

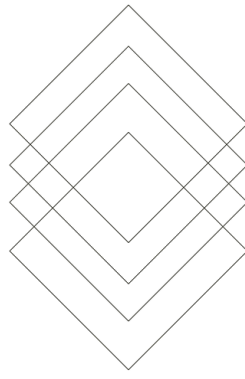
Strengths: Are they in their strength zone in this role or what are their strengths?

If there is anything else specific to your business that you want to add to the list, go ahead and add it and do a reality check of where everyone is at.

Now don't do anything drastic with these results, this is a reality check, not a chopping block!

While you're doing this reality check, also go ahead and write down how much time you are spending answering questions, training, helping put out fires, and anything else that is keeping you away from your priorities and money making activities.

# HOW DID YOUR REALITY CHECK GO?



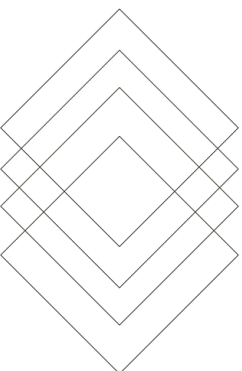
1. Is there currently anyone on your team that might be costing you more than you thought?
2. Is there currently anyone who might be bringing the team morale down?
3. How much time are you spending rescuing everyone and handling everything?

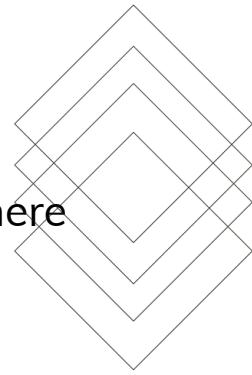
Again, this is not about cutting everyone and starting over so don't make any drastic decisions yet!

And a huge leadership lesson I learned from Darren Hardy was, "if you fire someone and they're surprised, it's YOUR fault".

What if I told you that by implementing the things I'm going to share with you over the next week will help people decide if they self select out of your organization, or if they decide to rise to the occasion?

Wouldn't that be amazing? You never have to question if you have the right people or not, or beat your head against a wall because it's like groundhogs day every day ever again!





I always say awareness is the first step and I've also been where you are.

My team was a revolving door and it seemed like every day I was starting over again.

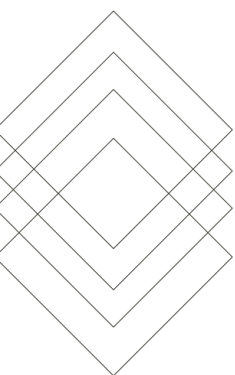
I felt like I was carrying and dragging everyone and I was exhausted.

I started to question if I knew what I was doing and second-guessed if I could even lead or run a business.

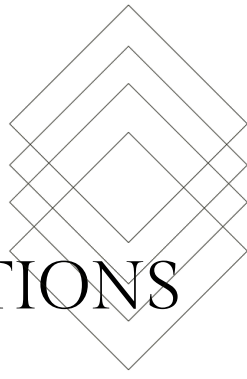
Instead of freeing up my time to do what I do best, I was actually working twice as much answering questions, putting out fires, telling everyone what to do, training, and I somehow was making less and working more.

And once I'm home at night is when I could actually breathe and catch up on all the things I need to take care of that didn't happen during the day which is my focused time, 9-11 pm.

I learned lessons the hard way so you don't have to, and here is what changed everything for me and my business...



# STEP TWO: BOUNDARIES, STANDARDS, & EXPECTATIONS



Now that you have a realistic audit of your team, it's time to get to work.

I'm going to share with you 3 words that changed my team dynamics and my life.

**Boundaries, Standards, & Expectations.**

I was missing all 3 when I was leading my revolving door of a team. I was taught at the time that you can always just go out and hire more people, and if you aren't hitting your numbers, then add more people to solve that problem. (that doesn't work FYI so no, that is not the answer)

And what about how much time was wasted constantly recruiting and then training all over again, negative team morale, our culture, and the constant drain and toll it took on my own mental health.

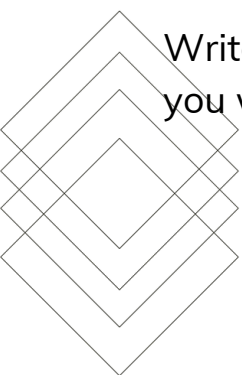
It sucked. And I felt like a terrible leader.

So how did boundaries, standards, and expectations change everything?

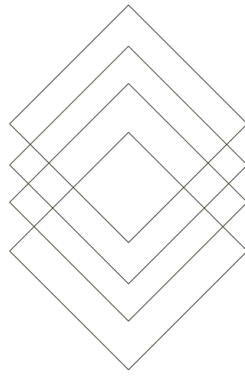
By getting clear on my own vision, what I was willing to do or not do, and what standards and expectations I expected from my team allowed me to hit the reset button.

So, what are YOUR boundaries, standards, and expectations for your team?

Write them out on the next page and make sure you are clear about what you want!



# BOUNDARIES, STANDARDS, & EXPECTATIONS



**BOUNDARIES: NON NEGOTIABLE, WHAT DO I DESERVE**

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**BOUNDARIES: I WANT IT AND THERE'S FLEXIBILITY**

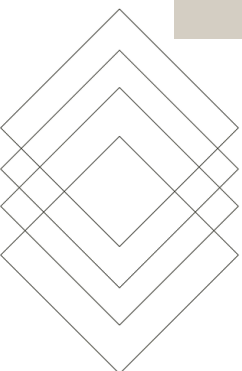
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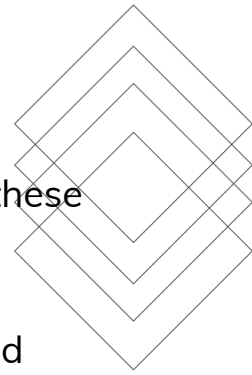
**BOUNDARIES: NON NEGOTIABLE, NOT TOLERATED**

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**STANDARDS AND EXPECTATIONS**

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# STEP THREE: RESET

It's never too late to have a team meeting and hit the reset button and these conversations don't have to be as hard as we make them out to be.

Once you are clear on your boundaries, standards, and expectations and have them written out, schedule a meeting with your team.

The key here is to cast your vision moving forward, apologize, and take ownership for where you are currently at, and create a compelling future of where you are heading.

With the new standards and expectations, you are essentially letting everyone know they have 30 days to either step up or step out. (maybe don't say that exactly but you can imply).

You can also give everyone a free out. Meaning if this is not what you were expecting or looking for, let's have a conversation as I know I am making changes and I want to make sure we are all on the same page moving forward.

## RESET SCRIPT:

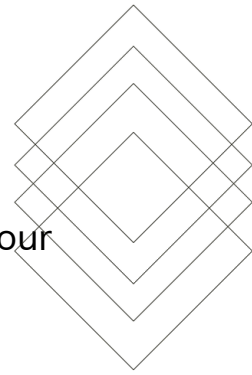
"I called this meeting today because I realized things aren't working, and I want to be the first to admit and apologize for how things are going.

I realized that I have not been clear on the standards and expectations of being a part of this team, and I want to share with you the bigger picture and vision of where we are heading. (share your vision)

I also realized in order to make that vision happen, we all need to be on the same page and I would like to share with you our new standards and expectations moving forward (or going into effect on \_\_\_\_\_).

We will be implementing this moving forward and here is what is expected from everyone over the next 30 days."





Remember how I shared “if you fire someone and they’re surprised, it’s your fault”?

I didn’t understand what this really meant for years, and I took it literally that I could never fire anyone because they would have been surprised, therefore it’s my fault. (I know, I can be a slow learner and more literal than I’d like to admit).

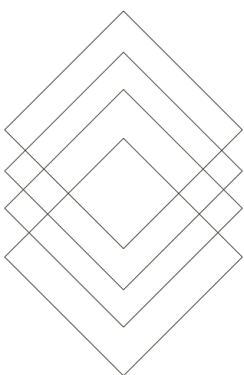
What they really meant was if you are CLEAR with your standards and expectations, and you effectively communicate with your people and review their progress and how things are going, then it becomes EASY to see if they are stepping up to the plate, or showing themselves the door.

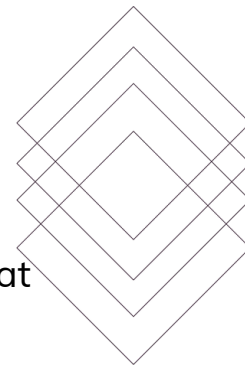
How amazing would it be to make decisions based on FACTS and EVIDENCE instead of emotions and opinions?

When I hit the reset button with my team, it became a clear path for those who were excited and wanted to stay, and an easy exit for those who were not the right match.

And I never had to fire anyone because standards and expectations made it clear and easy so they could self discover if it was the right fit or not, and they usually made that call for themselves.

So, when is your big team reset?





# LEADERSHIP IS A SKILL

Leadership is a skill just like anything else, and we think we are born great leaders when in reality it's something we need to work on and learn.

There are so many lessons when it comes to leadership and I hope the small pieces I shared with you will at least start to make a difference in your business.

Stay in touch and tell me your biggest takeaways, and I can't wait to hear about what life is like once you start to enforce boundaries, standards, and expectations!

I'd also love to be able to actually teach you HOW to become a great leader.

If you didn't know, I spent 2 years in a leadership position with a Fortune 500 Fastest Growing Company and it was like being in the trenches and learning how to build a rocket ship while we were on it.

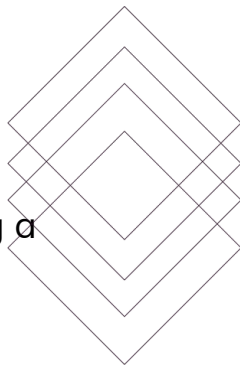
I learned leadership from Gary Keller of Keller Williams (who also wrote Millionaire Real Estate Agent and The One Thing) and it wasn't something just taught in a classroom, we were living and experiencing it every day.

And that is why I'm so excited to share with you new ways to help you save the time and energy of feeling like your business is running you, and how to become a CEO and actually run your business.

If you've ever thought to yourself, maybe growing and building a team isn't for me and I'd rather just stay small and do it myself, this might be what's missing.

It's time we learn how to become effective and efficient leaders and it doesn't have to cost us our time, freedom, and energy to build a business.

# ADDITIONAL RESOURCES



Here are additional resources if you're ready to learn more about becoming a great Leader!

## Stepping Out: How to Run a Business that Runs Without You FREE

### Masterclass:

<https://melissamachat.kartra.com/page/Steppingoutfree>

This class is for you if...

- You want to know **HOW** to create a business that runs without you
- You'd love to receive a clear outline with steps to take
- You're ready to stop working **IN** your business, and start working **ON** your business
- You're ready to become the CEO and run a business that doesn't rely on you

Purely Aligned Podcast- New episodes weekly and please make sure to subscribe and leave a review

## Digital Course: Aligned Leadership: Learning to Lead Yourself and Inspire Others

Here are just a few highlights of what's included

- How to attract the right people to you
- How to never fire someone ever again
- Create a training and resource library without spending extra time
- How to get your life back and set standards and expectations in your business

You can also find me on Instagram @melissamachat and let me know your first step to becoming an effective and efficient leader!