

Small Habits That Help Work Move Forward



Small habits can make a big difference in how work gets done. Use these reminders throughout the week to reduce friction and help work move forward.

Create Clarity Around Priorities

- Confirm priorities before work moves too far ahead
- Clarify who is responsible for what
- Revisit expectations when things change
- Focus on what matters most right now

Avoid Waiting for Perfect Certainty

- Gather the information needed to move forward
- Avoid waiting for complete certainty
- Make thoughtful decisions and adjust when needed
- Keep work moving instead of over-processing small decisions

Address Small Issues Early

- Ask questions instead of making assumptions
- Clarify expectations before confusion builds
- Raise concerns while they are still easy to resolve
- Follow up when something feels unclear

Prepare Before Important Conversations

- Think through key points ahead of time
- Prepare questions before important discussions
- Clarify what needs to be decided
- Leave conversations with clear next steps

Protect Time for Important Work

- Block time for work that requires focus
- Reduce unnecessary interruptions when possible
- Be thoughtful about what truly needs an immediate response
- Use meetings for discussion and decisions, not status updates



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