

Hans Florine's Ten Tips/questions to consider for applying speed.



- 1) Is it crystal clear that speeding up the task is desirable?
- 2) Has someone else already sped up or performed faster the task you are considering speeding up? If yes, ASK THEM what or how they did or do it. Do not “recreate the wheel.”
- 3) If there are steps in a task, can changing the order the steps are done change the speed and/or effectiveness of doing the task?
- 4) Can the physical position of the things involved in the task be repositioned to improve speed and/or quality of the outcome? (Human Factors Engineering)
- 5) If there are steps can they be done repetitively and separate from the other steps so that you specialize on that step and complete it faster?
- 6) Is there someone you can brainstorm with about the given task who would share and benefit from the improved speed? Try: <http://speedispower.com/tips/> if you don't have someone to share with. 6a) Surround yourself with like minded people, people who see that Speed is being quick, effective, productive. Speed is NOT about being in a hurry, sloppy, unconcerned with a quality outcome.
- 7) When working to speed up a relationship remember “the speed of trust.” Being truly interested in a person when questioning them, rather than “invasive.” “Telling is not selling.” Remember the Golden Rule.
- 8) Can someone else do what I'm trying to speed up? Should I delegate that task out to them? Is this the best use of my time?
- 9) Measure things - Time things. When you Measure, you can Manage, Motivate, and Manifest change.
- 10) Everything matters. Focusing on speeding everything up. Little gains in many places add up to great gains overall.

