

# What Metrics are you Bragging about?

Here is a little secret about those in leadership roles who have the power to make things happen, approve your ideas to get into motion.

Their M-O: they like short and sweet.

From now on, you embrace metrics because your leadership loves to talk in score cards. This means that whatever you can say in two sentences or more, you will now say in terms of numbers, dollars and percentages. They want to hear savings made, costs cut, profits realized, efficiencies gained, and implications made after all of these events have happened, but they want it neatly packaged and given to them on a plate in small chunks which they can remember.

So instead of talking about any of these conversation styles, speak in terms of bullets, actually picturing it in your mind. Before walking into a meeting, create a short list of bulleted takeaways they need to hear. Cut down whatever you would normally say in everyday conversation to a few words and throw out a metric.

**Example:** *“We made an 85% savings in spending by implementing electronic Travel & Expense processing.”*

**Example:** *“We have streamlined the time it takes to get a client approved, from 4 days to 1.”*

This is your measurable track record and now you are talking percentages, time and money. Guess what? Management is all ears. Your preparation and delivery has made a powerful impression and your work *memorable*. Plus you showed a great respect for their time by speaking short and sweet.

## Why are Metrics are so important?

- They are measurable.
- Management talks scorecards.
- People digest and retain numbers, not commentary.
- Metrics are simple, short and sweet. (*another Manager M-O*)

We are talking metrics to highlight:

- Savings
- Costs Cut
- Profits Realized
- Time saved
- Efficiencies made

State in units of: Money, Time and Percentages.

**Examples:**

*“We made an **85% savings** by implementing electronic Travel & Expense processing vs. the legacy paper trail.”*

*“In just **45 days**, we began spending **\$5,000 less per month.**”*

*“We streamlined the ABC process from **7 to 3 man days**, creating immense efficiencies.”*

You are just taking your value-adds identified in the previous assignment and wrapping some metrics around them.

**YOUR ASSIGNMENT**

Take one of your top Accomplishments from the previous assignment and state in a sentence what metrics were achieved. State in terms of Savings or Costs Cut, Revenue Gained, Time Saved, Productivity or Efficiencies made.

Units of Measure are:

- Money (e.g. \$500)
- Time (e.g. 8 hours or 1 Man day)
- Head Count / FTE (e.g. 1 Employee)
- Percentages (e.g. 50 %)