



# KEEP IT SIMPLE

Let's not overcomplicate things. Can a clearer word explain your point? Use it. Can fewer steps streamline your work? Do it. We lead with what is most important, shedding complexity as we go. Simplicity isn't effortless, but it does make things a bit easier.

## Managing Complexity

Prioritize what is most important. Experiment with simpler processes. Ask good questions about making things less complicated. Find ways to be more efficient. Create simpler procedures. Use technology, routines, or other methods to simplify tasks.

## Communicating Effectively

Deliver messages in a clear and engaging manner. Give others your full attention. Provide timely and helpful information. Adjust your style to fit the audience. Actively listen and check for understanding.

## Demonstrating Personal Efficiency

Keep things on track. Arrive ready to contribute. Provide thoughtful and valuable insight. Demonstrate good reliability. Use and share helpful ways to manage time. Avoid trying to multitask. Be well-organized.