

**Name it
Own it
Do it**

People have to have confidence when they use something you have worked on. Your attention to detail makes your work reliable long after you have completed it.

Attention To Detail

Name it

Own it
Do it



Details are the little things; turning off the light, shutting the door tight when you go outside, being sure you signed your name or making sure your work is delivered on time.

When it comes to details, some people think they are essential, and others don't. Some people like to focus on them, and other people do not. We are all different, but some details do matter for everyone.

Do you think details are important? Explain why you think you are, or aren't, someone who pays close attention to details?

If you answered yes, why do you think it is important to focus on the details? Do you enjoy doing that?

If you answered no, why don't you think the details are important?

Would you rather live in a neat room or a messy one? Is one better and the other worse or are they just different? What if you had a roommate? Is it OK if others feel different about details than you?

Defining Attention to Detail

You provide enough information and complete enough steps in a task that the person who follows you can use your work with confidence.

Start

Think Big - It is important to know how your part fits into what other people are doing

Persistence - Details are difficult to do and you must stay with it to completion

Focus - Like anything small, you have to look harder at the details to see they are right

Organization - Pilots use a checklist; you may also need a way to remember details

Pride - You need to take pride that the work you do is complete and trustworthy



Natural Enemies

Haste

Ignoring The Big Picture

Being Too Busy

Laziness

Not Caring (Apathy)

CAUTION

CAUTION

CAUTION

CAUTION

CAUTION

Misconceptions

I don't have time - False; you have as much time as anyone else, but you have to use it properly.

This detail is not important - False; trust those who have asked you to do this detail. Accept that it is not always your place to choose which details are important and which ones are not.

It's not important because no one ever looks at it - False; sooner or later someone will use what you have done and they need to have confidence that you did it correctly.

If someone needs it, they can ask me later - False; others should not have to ask us to do our work carefully every time we do it. We should always do it correctly.

One Nail

Untold work hours are wasted every year because someone had to go back and redo the work someone else was already supposed to have done. This ranges from doors left unlocked, pets not fed, assignments left incomplete, being late, and a thousand other things.

This concept has been around a very long time as related in the following old proverb: “For the want of a nail the shoe was lost, for the want of the shoe the horse was lost, for the want of the horse the rider was lost, for the want of the rider the message was lost, for the want of the message the battle was lost, and for the want of the battle the war was lost.” All because someone did not put one last nail in a horseshoe.

Your Part Is Important

Today, we could write this story all over again and replace the nail with a question answered on a test, a text not answered, gas tank not filled, or a missed commitment. It is almost always the lack of some small detail that causes something to be redone, be delayed, or fail - or worse, feelings hurt.

You can never underestimate how important your work is in the bigger picture of your life. The part that you do is added to and built upon time and time again. People need to have confidence in your work and know that the final result will not be compromised because someone cut corners or failed to take care of all the details.

Details can be processes, procedures, communications, even something as small as being sure the light is turned off. The detail may not be important to you, or even the work you do, but it is important to someone, and they are depending on you to take care of it.

Shortcuts Are Never The Answer

Sometimes being too busy causes you to take shortcuts. Sometimes you get distracted and miss things. Whatever the reason, it is you that has to find a way and be sure the details are not overlooked. Make a checklist, make yourself a note, put something on your calendar, or ask someone to remind you; but don't neglect any detail of the things you do. Be someone others can count on - always.

Remember, people have to rely on your work. Be sure that it is complete, and nothing is lacking that will come back and cause the final product to fail. Do this because someone is counting on you to do it, and never let them down.



Attention to Detail is a powerful skill that anyone can learn. Some people are better at details than others. We all notice different kinds of details in different ways. It just depends on how important the detail is to us.

When we live and work with others, we should begin to recognize what is important to them. If we care about others and working with them, then we should appreciate what is important to them, too.

Can you name just one detail that you are very good at taking care of? What is it and why is it important for you to do?

Is there a detail that you wish your work/office/school paid closer attention to that should be changed? Is there a way you could help them make this detail better?

Take just a minute and tell the person to your left and to your right one detail you noticed about them today that is really nice.

Is there one detail that you know you should be better at doing? Why do you want to be better at it? Can others help you? Let them know you would appreciate their help and reminders.

My Insights For Attention to Detail

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What are the three biggest details in your life that you care about?

What details are important to your family or the people where you live?

If you could ignore just one detail and no one would ever bug you about it, what detail would you ignore?

Using the definition of Attention to Detail, write down one goal or thing you would like to accomplish using this skill.

Your Goal

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Check the two things you need to **START** practicing

- ☐ Think Big
- ☐ Persistence
- ☐ Focus
- ☐ Organization
- ☐ Pride

Check the two things that need to STOP influencing you

- ☐ Haste
- ☐ Ignoring the Big Picture
- ☐ Being Too Busy
- ☐ Laziness
- ☐ Not Caring (Apathy)

Name at least two people who will benefit from you accomplishing this goal.

1.

2.

Now, pick a detail you need to complete this week, and tell how you can apply what you are learning in Attention to Detail.

Use this space to tell how you followed your plan starting with today. On Day 7, write your journal entry, and also describe the biggest lesson you learned this week about Attention to Detail.

Day 1 Journal Entry

Day 2 Journal Entry

Day 3 Journal Entry

Day 4 Journal Entry

Day 5 Journal Entry

Day 6 Journal Entry

Day 7 Journal Entry and “Biggest Lesson Learned” for the week

How Did You Do?

Wait until the end of the week to do this page, and then write down how you think you did applying Attention to Detail to your life and what to do next.

What have you learned about the importance of details in your life?

Give an example of a detail you have gotten better about taking care of.

What are two details you need to do better? Why are these two details important for you to do?