Increasing
Professional Effectiveness
via
Personal Coaching
How We Will Spend 10:45 – 12 noon

- Objectives
- Me
- Leadership
- Cultural Current State
- Structural Integrity

- Four Factors of Productivity
- Tools to Support You
- Efficiency & Effectiveness Quick Tips
- Your Thoughts
Objectives

• Dedicated time and effort strategically looking at how you are working

• Given life’s daily speed and information load, how do you:
  - Manage your focus versus time
  - Create and hold onto your vision
  - Make decisions with greater speed and confidence
I Truly Enjoy Work

• Worked for all kinds of entities
  - Mom & Pop
  - Fortune 100
  - Corporate Spin-off / Start-up
  - State of Texas
  - Management Consultant
  - Independent Contractor

• Business Owner / IAC Certified Coach
Why Live Lead Look Exists

• Address major challenges facing individuals:
  
  – Chronic complexity & lack of clarity
  – Focus versus time management
  – Personal productivity & effectiveness

• Clients make decisions & move forward with confidence, grace & agility.
Everything we do today has 2 purposes:

You
&
Leading Others
Leadership

Solving problems and making things better for organization, employees and colleagues.

Inspiring people and helping them grow and develop.

Strength of a leader reflected in how they face and solve problems.
Chronic Conditions of Society

Confusion

Frustration

Overwhelm

Isolation
**Confusion**
Inner battle between head and heart
What seems like right thing to do isn’t practical
What seems practical or pragmatic doesn’t feel right

**Frustration**
Expectation to do more than you can because you *have* to
Tasks take longer (much) than expected
Frequently experience obstacles

**Isolation**
Unsure who to trust
Know who to trust but too exhausted to talk
Mind races: possible explanations for experiences or situations

**Overwhelm**
Don’t know what to do next
Know what to do but all seems too daunting
Default to simple, menial tasks
Typical:

Head Down
Plow Through
One Thing to the Next
Don’t Stop & Reflect
=
Running in Circles
Consider

**Structural Integrity**

The ability of an item—either a structural component or a structure consisting of many components—to hold together under a load, including its own weight, without breaking or deteriorating excessively.
**Structural Integrity**

Assures that the construction will perform its designed function during reasonable use, for as long as its intended life span.

Items are constructed with structural integrity to prevent **catastrophic failure**, resulting in injuries, damages, or monetary loss.
Pausing, Resting, Inspecting

Inspections
- Automobiles
- Airplanes
- Elevators
- Beaches
- Roads & Bridges
- Houses
- Tools

Pauses
- Heart
- Music
- Art
- Nature
- Carpentry
- Fitness
- Sports
Depart Today

1. Experience value of taking time for reflection
2. Lighter load
3. Deeper vision
4. Implement versus information

Time Well Spent
Information without Implementation = \textit{Stagnation}
Courage is required
to do less
and create space for yourself.
Where Do I Start?
Kevin Bacon - Wealthsimple

• “Parents weren't wealthy and they didn’t really teach us much about money.”

• Moved to New York City without any cash and picked up any job he could - busboy, waiter and warehouse shift before breaking into acting.

• “It took me a long time to come around to the idea that you have to have a kind of responsibility with money, to keep an eye on it. To a certain extent, I still kind of struggle with it.”
Time:
Everyone thinks they know how theirs is spent...
# All Work is Not Created Equal

<table>
<thead>
<tr>
<th>Planning</th>
<th>Procedural</th>
<th>Reacting</th>
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<tbody>
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**Metacognition:**

Working with an awareness of the type of work you are doing, and how it supports (or limits) your progress.
4 Factors of Productivity

- Organization
- Focus
- Motivation
- Habits

Boundaries
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To Mitigate Overwhelm and Increase Focus

Get Control of Money & Time
Tired of Setting Goals?
Use Instead:

Ivy Lee Method
The Ivy Lee Method

• At end of each work day, write down 6 most important things to accomplish next day. Do not write down more than 6.

• Prioritize those 6 in order of importance.

• Tomorrow, concentrate only on 1st task. Complete 1st task before moving to 2nd.

• Approach rest of list the same.

• At end of day, reevaluate and move unfinished items to new list of 6 for next day.

Repeat every working day.
Simple enough to actually work.

1. Forces tough decisions.

2. Removes friction of starting.

3. Requires single-tasking.
How Do I Know
What to Work On?
Building (and Holding) Your Vision

Based on living aligned with your highest *values* and principles

Represents your idealized lifestyle and outcomes

Not about “shoulds”
## Question: Thinking Ahead & Maximing My Opportunities

If we meet 3 years from today and you were to look back over those 3 years - what has to have happened during that time, both personally and professionally, for you to feel happy about your progress?

<table>
<thead>
<tr>
<th>Response</th>
<th>I really want this to happen within a year:</th>
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**Obstacles & Challenges: What do I fear?**

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<tr>
<th>Strategies &amp; Strengths: Resources I already have:</th>
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**First Action**

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Core Values

• *Merriam-Webster*
  - Something (as a principle or ideal) intrinsically valuable or desirable

• *Seven Habits of Highly Effective People*
  - Our idea of the way things should be

• *The Power of Full Engagement*
  - Define an enduring code of conduct – the rules of engagement in the journey to bring our vision for ourselves to life.

Living outside of your core values creates subtle but constant tension and conflict.
Universal Applications

Accepted and aspired to
- Integrity
- Generosity
- Courage
- Humility
- Compassion
- Loyalty
- Perseverance

Rejected
- Deceit
- Greed
- Cowardice
- Arrogance
- Callousness
- Disloyalty
- Sloth
### Core Values Worksheet

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<tr>
<th>Authenticity</th>
<th>Happiness</th>
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<td>Balance</td>
<td>Harmony</td>
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<td>Commitment</td>
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<td>Compass</td>
<td>Honesty</td>
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<td>Concern for Others</td>
<td>Humor</td>
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<tr>
<td>Courage</td>
<td>Integrity</td>
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<td>Creativity</td>
<td>Kindness</td>
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<td>Excellence</td>
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<td>Fairness</td>
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<td>Faith</td>
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<td>Family</td>
<td>Respect for Others</td>
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<td>Freedom</td>
<td>Responsibility</td>
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<td>Friendship</td>
<td>Security</td>
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<td>Generosity</td>
<td>Serenity</td>
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<td>Genuineness</td>
<td>Service to Others</td>
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What would you say are the three most important life lessons you have learned and why are they so critical?

1. _____________________________________________
   ___________________________________________________________________

2. ___________________________________________________________________
   ___________________________________________________________________

3. _____________________________________________
   ___________________________________________________________________

Think of someone that you deeply respect. What are three qualities that you most admire in this person?

1. _____________________________________________
   ___________________________________________________________________

2. ___________________________________________________________________
   ___________________________________________________________________

3. _____________________________________________
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Who are you at your best?

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<th>Urgent</th>
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<td>• Crisis</td>
<td>• Values Clarification</td>
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<td>• Pressing Problems</td>
<td>• Planning</td>
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<td>• Deadline-driven projects, meetings, preparations</td>
<td>• Relationship Building</td>
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<td>• Confidence Building</td>
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<td>• Needed Relaxation</td>
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<td>• Time Wasters</td>
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<td>• Other people’s minor issues</td>
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Because How You Are Remembered, Matters.]
• **People make decisions based on their values** and Millennials, the largest demographic in the workplace, are no exception. In fact, **they are most likely to rate “values and culture” highly, when considering job satisfaction.**

• The most effective office planning for this group embraces the balance of emotional and functional needs, and includes design elements that express corporate culture.

• Many aspects must be considered in design, especially ergonomic needs, layouts that encourage movement, and wall art and plants. These add up to making office environments feel personalized. At the same time, healthy food offerings demonstrate a commitment to well-being.
To Move Vision Forward

Remember *Structural Integrity* &

Value of Creating Space
Assume Responsibility with Money
Track Your Time
Think about How You Work
Deepen Your Focus through Ivy Lee Method
Build and Hold Your Vision
Live Your Core Values
Efficiency & Effectiveness
Quick Tips

• Gas & $s on Sunday
• Menu Plan
• Wardrobe Plan
• Pre AND Post Travel Checklists
• Language Change
  • “Everything is crazy – it’s a crazy day.”
  • “I’m so far behind” versus “I’ll start where I am.”
For Questions, Discussion, Additional Support

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http://www.gigiblair.com