Time for Leadership--

Breakthrough insights and practices for today's movers and shakers!

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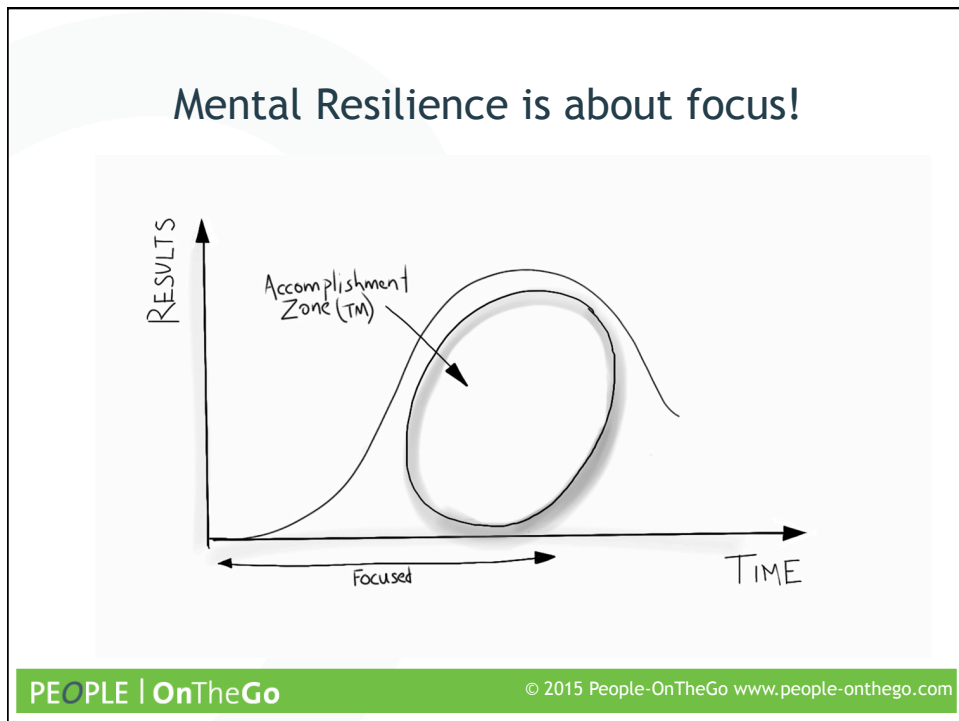

Agenda

☐ Mental Resilience
☐ Management Resilience
☐ Strategic Resilience
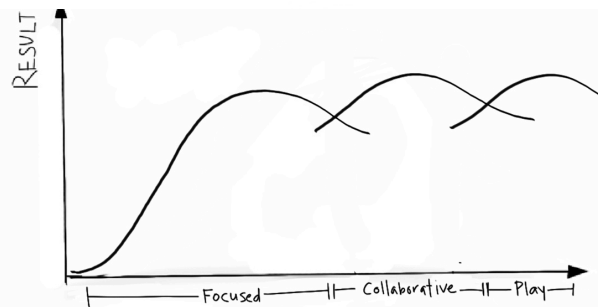☐ Emotional Resilience
☐ Implementation Resilience

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Mental Resilience

Mental Resilience is about focus!

Mental Resilience is "working in bursts!"

THE RESULTS CURVE

RESULT

Focused — || — Collaborative — || — Play

Mental Resilience is also knowing when to stop!

RESULTS

- Stretching
- Exercising
- Walking
- Breathing
- Meditating
- Journaling
- Listening to music
- Snacking--healthy :)
- Organizing

Focused — || — Collaborative — || — Play
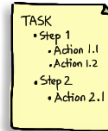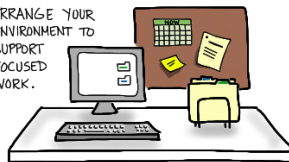
Techniques for helping team stay focused

☐ Macro focus
– End Results Matrix
– Immediate Priorities Matrix
– Daily Journal

☐ Micro focus
– Micro planning
– Timer
– Catch-all to-do list

☐ Workflow focus
– Agree on focus/collaborative indicators

Management
Resilience

Management Resilience Defined

☐ Managing Priorities
☐ Managing Projects
☐ Managing People

Managing Priorities

Ally technologies	Install new software Plan first session Update Joan & team Send material to printer Train the trainer Schedule final dates	Install new software Ask Joan for dates	60 min 5 min	Wed Mar 21
Applied Engineering	Prepare the content Debrief Christy Update proposal Schedule call with Training director	Prepare the content first pass E-mail Christy	60 min 20 min	Tue Mar 20
New Lotus Notes Class	Finish the program outline Put together the HTML Send the e-mail	Finish program outline, and send to get feedback	2 hours	Postpone for now
Ad-Tech Conference marketing material	Finish the program outline and description Send it to conference coordinator for review Ask Christin to proof it Send to printer	Finish outline and description Send it to conference coordinator	60 min 10 min	Fri Mar 23
Tip Of The Month newsletter	Record the audio Edit the recording Put it in a podcast E-mail to mailing list	Finalize the copy E-mail audio-video specialist to set a time	30 minutes 5 minutes	Thu Mar 15

Immediate Priorities Matrix (continued)

Budget update	Review latest input Update the sales projections Discuss with Tracy and Mike Finalize the new hosted services agreements Finalize the update Send them to Joan for her input Publish to all	Plan what is needed, and who will be contributing to this process, and delegate accordingly	1 hour	Thu Mar 22
Smartphone Magazine	Finish edits for article Run them by Christine Send them to editor Get final revision Ask for reprints	Finish edits Send them to Christine	2 hours 10 min	Mon Mar 19
Partnership agreement with Timothy	Review agreement with legal Update marketing material based on latest discussion Send to Christine to proof and layout Schedule meeting with Timothy to plan joint marketing Finalize and sign agreement	Update Timothy, and ask for an additional week	5 min	Thu Mar 15

Managing Projects

Task	Breakdown	Who	Duration	Dependencies	Start/End
Development requirements	- Review conference schedule - Meet with stakeholders - First pass at requirements - Get feedback - Adjust and finalize	Jeffrey Brenden	5d	None	June 10/ June 14
Writing content	- Research - Customer Interviews - First Draft - Review - Second Revision - Final review	Crystal Renner	20d	Requirements	June 17/ July 9
Designing graphics	- Identify 3 themes and get feedback - First pass at graphics	Graphic Designer	10d	Requirements	June 17/ June 28

ARCI System

☐ Accountable - "the buck stops there." (one person)
☐ Responsible - the "doer" of the work.
☐ Consulted - "in the loop" and active participants.
☐ Informed - "in the picture."

Managing People

☐ Strengths based
☐ Styles based

Strengths examples

Specific knowledge/ expertise	The way your work/relate to others
☐ Project management	☐ Achiever
☐ Customer relationship management systems	☐ Disciplined
☐ Explain difficult concepts in simple terms	☐ Focused
☐ Handling conflicts effectively	☐ Responsible
☐ Presentation skills	☐ Relationship builder
	☐ Adaptable
	☐ Strategic
	☐ Learner
	☐ Influencer

StrengthsFinder is a trademark of Gallup, Inc.

Personality Types (MBTI®)

1. Extravert or Introvert (E or I)
2. Sensor or Intuitive (S or N)
3. Thinker or Feeler (T or F)
4. Judger or Perceiver (J or P)

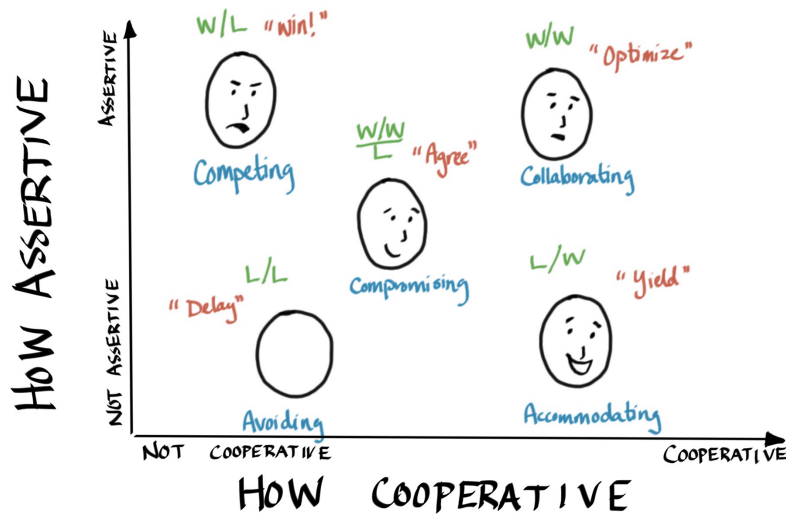Myers-Briggs Type Indicator and MBTI are trademarks of the MBTI Trust, Inc.

Personality Types Applications

☐ Hiring, assigning roles, forming project teams
☐ Accepting differences and managing them
☐ Being situational

Negotiation Styles (Thomas-Kilmann)

Negotiation Matrix

Your Needs	Their Needs
---------------------------	---------------------------
---------------------------	---------------------------
Your Assets	Their Assets
---------------------------	---------------------------
---------------------------	---------------------------
Incentives/Concessions	Incentives/Concessions
---------------------------	---------------------------
---------------------------	---------------------------
Your BATNA*	Their BATNA
---------------------------	---------------------------
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*BATNA is Best Alternative for a Negotiated Agreement

Strategic Resilience

Strategic Resilience is knowing your Deltas!
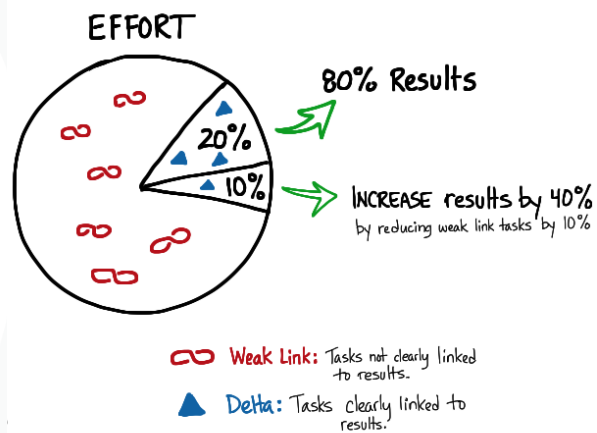
EFFORT

80% Results

20%

10%

INCREASE results by 40% by reducing weak link tasks by 10%

Weak Link: Tasks not clearly linked to results.

▲ Delta: Tasks clearly linked to results.

Emotional Resilience
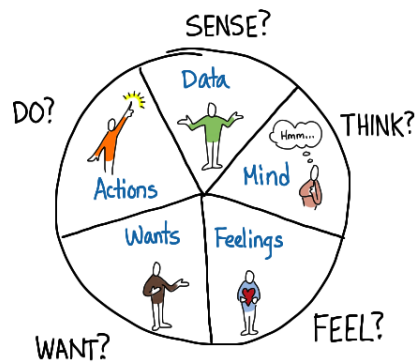
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Emotional Resilience = Awareness & Action

Emotional resilience is being *aware* of the emotions involved, *understanding* the underlying thoughts that created the emotions, and *constructively* exploring the related needs and wants, and formulating *next actions*.

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Emotional Resilience with the Awareness Wheel

Awareness Wheel, originally described by Sherod & Phyllis Miller,
authors of *Core Communication, Skills and Processes*

Implementation
Resilience!

Your Leadership Action Plan

☐ Leadership action plan
(12 weeks)
  – Stop
  – Start
  – Continue
☐ Time for Leadership book
(12 weeks)
  – One chapter a week
☐ Your partner
  – Check in weekly

Time for Leadership Book References

☐ Immediate Priorities Matrix (p17)
☐ End Results Matrix (p19)
☐ Managing Interruptions (p22)
☐ Deltas & Weak links (p35)
☐ MBTI details (p85)
☐ Negotiation styles & matrix (p97)
☐ Leadership styles (p88)
☐ Decision Making details (p103)
☐ Awareness Wheel (p112)

Contact Information

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☐ Check out my workshops and speaker info at:
www.people-onthego.com

☐ Check out my books at Amazon
- Accomplishing More With Less Workbook
- Time for Leadership

☐ Join the "Accomplishing more with less" groups on
LinkedIn and Facebook

Upcoming programs

☐ **Design Thinking to Focus, Collaborate, Play!** one-day
workshop in San Francisco
- February 19, 2016 (date to be announced)

☐ **Accomplishing More Leadership Program** (12 week program,
one hour per week virtual sessions)
- Starting February 2016

☐ **Accomplishing More With Less** one-day workshop in San
Francisco
- February 26, 2016

☐ **Accomplishing More For Managers** one-day workshop
- April 22, 2016