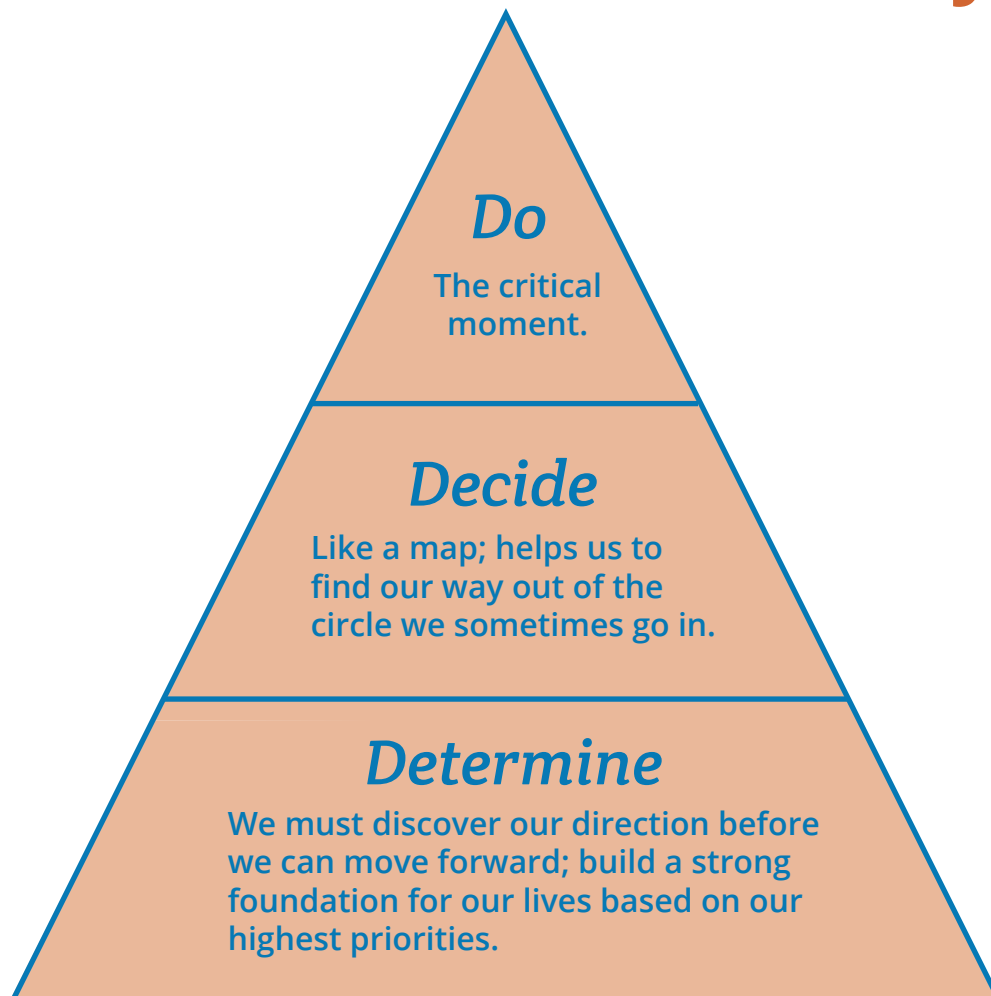


From time management to life leadership.

The Foundation

- Goal: To increase our personal and professional *productivity* through enhanced *time management skills*.
- Definition of productivity: *Pro= forward, Duce = to lead*
- Key to managing our time: *Event control*
- Benefits of managing our time: *less stress, more balance*
- The goal is not to manage our time but to: *lead our lives forward*.

The Point of Productivity



The Productivity Pyramid

DETERMINE

- **Governing values:** represent our highest priorities
 - Identify, prioritize, and clarify your values
 - Examples: balance, career, education, family, faith, growth, service
- **Roles:** represent our key relationships, responsibilities, and contributions
 - Work with 5-7 key roles
 - Examples: coach, family member, friend, teacher, mentor, partner
- **Mission:** represents our unique purpose
 - What kind of person do I want to be?
 - What are the things I want to do?
 - What would I like to have?

DECIDE

- **Definition:** to have a predetermined course of events in writing.
- **Time Matrix:** consists of four quadrants, each defined by its level of urgency and importance
 - Urgent: requires our immediate attention
 - Important: contributes to our values, roles, and mission
- **Quadrant Two:** quadrant of leadership and empowerment
 - We must act on it
 - Includes such things as
 - Self-renewal
 - Long-range planning
 - Anticipating and preventing problems
 - Empowering others
 - Broadening our minds
 - Investing in relationships
 - Increasing our skills
- **Weekly Planning:** The Six Step Process
 - Our key to moving into Quadrant II

DO

- Today is the critical moment
- Review yesterday: what needs to be carried over to today?
- Review today's events
- Value each task:
 - A = Vital, must be done
 - B = Important, should be done
 - C = Optional, could be done
- Order each task: 1, 2, 3, etc...

OVERVIEW

One of the most powerful methods to cultivate the passion of vision is to create and live by a personal mission statement, philosophy, or creed. Such statements capture what you want to be and do—what qualities you want to develop, what you want to accomplish, what contributions you want to make. Clarity on these issues is critical because it affects everything else—the goals you set, the decisions you make, the paradigms you hold, and the way you spend your time and energy.

A personal mission statement based on “true north” principles becomes a standard for an individual. It becomes a personal constitution, the basis for making life-directing decisions and daily decisions in the midst of the circumstances and emotions that affect your life.

AN EMPOWERING MISSION STATEMENT...

- represents the deepest and best within you. It comes out of a solid connection with your deep inner life.
- is the fulfillment of your own unique gifts. It’s the expression of your unique capacity to contribute.
- addresses and integrates the physical, social, emotional, mental, and spiritual dimensions.
- deals with all the significant roles in your life. It represents a lifetime balance of personal, family, work, community—whatever roles you feel are yours to fill.
- is written to inspire you—not to impress anyone else. It communicates to you and inspires you on the most essential level.

DO

- Because each individual is unique, a personal mission statement will reflect that uniqueness, both in content and form.
- An effective mission statement may consist of a few words or several pages.
- You must ponder it, memorize it, review it, update it, and write it into your heart and mind.
- Don’t become overwhelmed by the task of writing a personal mission statement or the need to make it perfect.
- Instead, write a rough draft and then work to refine it.
- To help you get started, ask yourself the following questions...

IMPORTANT	URGENT	NOT
	I. DO NOW! <ul style="list-style-type: none"> • Emergencies and crisis issues • Demands from superiors • Planned tasks or projects due now • Staff issues or needs • Clearing the clutter <p>Learn to manage</p>	II. PLAN TO DO <ul style="list-style-type: none"> • Planning, preparation, scheduling • Skill building & process development • Relationship building & empowering others • Thinking, creating, modeling, designing • Anticipation & prevention • Self-renewal <p>Keep your focus here</p>
NOT	III. REJECT <ul style="list-style-type: none"> • Trivial requests from others • Other people's minor issues • Drop in visitors • Pointless routines or activities <p>AVOID</p>	IV. STOP <ul style="list-style-type: none"> • Comfort activities • Too much time on task • Reading nonsense or irrelevant material • Anything in excess <p>AVOID</p>

THE TIME MATRIX

- Helps us to analyze where our time actually goes
- Consists of four quadrants, each defined by its level of urgency and importance
- Urgent: requires our immediate attention
- Important: contributes to our mission, values, and high priority goals
- Goal is to live above the line
- Let the important rather than the urgent drive your life

QUADRANT II

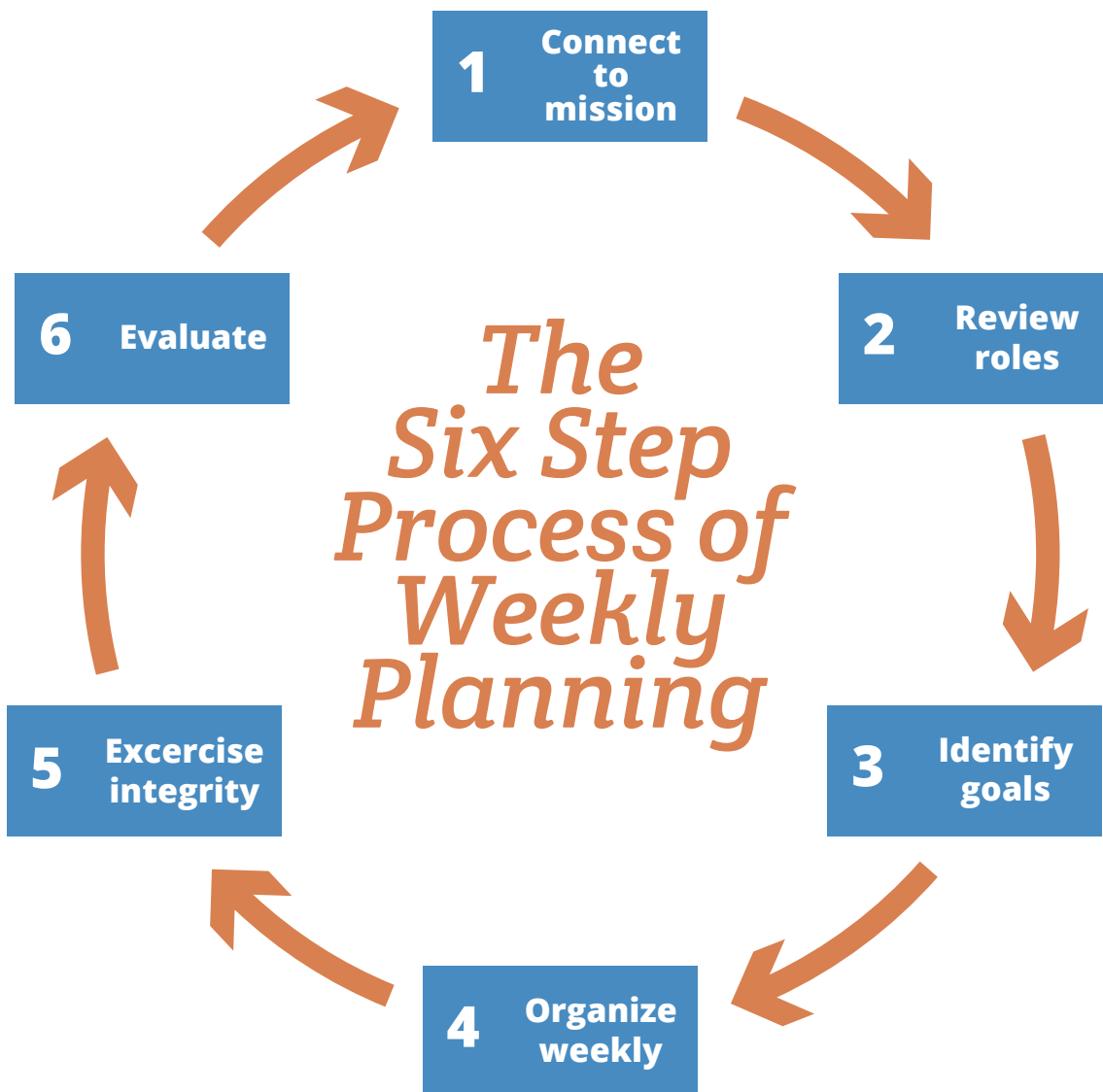
- The quadrant of personal leadership and empowerment
- We must act on it



Time Frame	I - Do Now	II - Plan to Do	III - Reject	IV - Stop
12:00 - 1:00am				
1:00 - 2:00am				
2:00 - 3:00am				
3:00 - 4:00am				
4:00 - 5:00am				
5:00 - 6:00am				
6:00 - 7:00am				
7:00 - 8:00am				
8:00 - 9:00am				
9:00 - 10:00am				
10:00 - 11:00am				
11am - 12pm				
12:00 - 1:00pm				
1:00 - 2:00pm				
2:00 - 3:00pm				
3:00 - 4:00pm				
4:00 - 5:00pm				
5:00 - 6:00pm				
6:00 - 7:00pm				
7:00 - 8:00pm				
8:00 - 9:00pm				
9:00 - 10:00pm				
10:00 - 11:00pm				
11:00 - 12:00pm				
Percentage				

DIRECTIONS

For a 24 hour period record how you spend your time using the time matrix guidelines. Record the activity you did for the majority of that hour under the appropriate quadrant. Determine what percentage of your day you spent in each quadrant.



DIRECTIONS

1

- Reread and review your mission statement
- Realign with your values
- Visualize the impact it will have on your life over the next seven days

2

- Work with five to seven most important roles
- Gives you balance and a sense of wholeness
- Becomes your compass

3

- Identify the 1 or 2 most important things you can do in each role
- The majority of your goals should be Quadrant II goals

4

- Links the close up view of the day to the big picture in a balanced and realistic way
- This becomes the normal view
- Put the “big rocks” in first

5

- Translate your mission to the moment
- Is what you planned more important or is what is showing up more important?
- Resist the temptation to let less important things take up your time.

6

- The final and first step in a living and learning cycle that creates an upward spiral of growth
- Value is not just in what you do but also in what you learn
- Reflect on your accomplishments and your setbacks

1

Review
Yesterday

- ✓ Completed
- Forwarded
- ✗ Deleted
- GO Delegated
- ↔ In Process

2

Review
Today's
Events

3

Value
Each
Task

- a = Must
- b = Should
- c = Could

4

Order
Each
Task

- 1
- 2
- 3
- etc.

TODAY IS THE CRITICAL MOMENT

1. Review Yesterday:
2. What needs to be carried over to today?
3. Review Today's Events
4. Value Each Task to be Done:
5. Vital, must be done today
6. Important, should be done today
7. Optional, could be done today
8. Order Each Task: A1, A2, B1, B2, C1, etc...

A Conversation with Grandpa

One night in my dreams I sat by a brook. A pole in my hands, fishing worms on a hook.

My grandpa, long gone, took a seat on a rock. Wiped his brow, drew a breath, and proceeded to talk.

“Son, how’s it going, on this journey called life? Are you making a difference? Are you doing things right? Have you followed your dreams? Do you seek out the truth? Do you live out the lessons I taught in your youth?”

“Grandpa, it’s hard,” I replied with a sigh. “Sometimes I feel life is just passing me by. I try to do right, but the world is all wrong. I intend to climb mountains, I intend to sing songs.”

And, Grandpa, you know that I still have more time. There’s always tomorrow to find reason and rhyme. I’ll get to those things that I really think count. I’ll apply what I’ve learned, won’t let problems mount.”

The man turned his head and looked down at the brook. He took off his glasses, wiped his brow, and he shook. When he turned back to me with a tear in his eye, I could see that my Grandpa had started to cry.

“Grandpa, what’s wrong, was it something I said? Have I not made you proud with the life that I’ve lead? I’ve got a nice house, a nice car, some nice stuff. I’ve gotten ahead in this world that is rough.”

“Son, those are things, they’re not any good. There made out of plastic and metal and wood. You can’t take them with you, when you join me here. You’ll leave them on Earth, but the problem I fear, is that others will look at your mountains of goods. And say that your life must have been one of shoulds. That you should have done this and you should have done that. That you should have taken the time to just chat.”