

# Getting out of the weeds:

What are 2 Things that you want to do differently or more consistently around:

A) Planning for the things I want to put more time into?

- Priority Mapping/ Aligning
- Weekly/Daily Planning

B) Reducing some of the weeds:

- Decontaminating Time
- Managing Expectations



# Success (performance, growth, fulfillment, happiness)



## Reactive vs. Strategic

- Service & Support
  - Requests from elected reps
  - Stuff that needs to be done now.
- Developing our Team
  - Projects
  - Strategic initiatives
  - Self Development
  - Processes

Success (performance, growth,  
fulfillment, happiness)



**Reactive** vs. **Strategic**

- A. For your role, approximately what % of work time do you think should (realistically) be spent on strategic priorities (vs. reactive)?
- B. Approximately what % of your work time currently is spent on strategic priorities?



*Coca-Cola*

Growing as a leader



My strategic priorities



What are one or two specific next steps that I can realistically accomplish this week?

Growing as a leader



My strategic priorities



*Visibility*  
*Clarity*

My Top 3 This Year		Priority Map™			
• Sales Customer experience rating of 7 points New Assistant Manager (Doug) ready by _____		MAY 2015			
My Top 3 This Month	Week 1 objectives	Week 2 objectives	Week 3 objectives	Week 4 objectives	Monthly Objectives
• Scheduling Extract/review May 24 year's merchandise	• LCBO compliance review/list start up on summer items	• LCBO compliance - complete start vac schedule	• Complete vac. Sched- ule - Dept. Mgmt. Dept. Mgmt. - summer hiring 20% complete.	• Sales % over last year	Scheduling Ready for Summer
<b>Developing my team</b> Doug & Karen - up to speed on extracting info Doug - delegate ordering Part-timers - 3 coffee/week		<b>Developing myself</b> Review delegation materials - 2 new things Stick to daily planning routine.		<b>Balance</b> Book fishing trip.	

*Alignment*



What are one or two specific next steps that I can realistically accomplish this week?



In order for you to achieve your goals for **this year**, what strategic projects, priorities and deadlines do you need to work on **this month**?



# My Top 3

This Year (From TLIP On Matrix?)



Project ABC - Nov implementation

KPI - engagement score +2

Programs on time, on budget

# Priority Map™

June Time Period

My Top 3 This Month	Week 1 objectives	Week 2 objectives	Week 3 objectives	Week 4 objectives	Monthly Objectives (from A3s?)
 <u>Project ABC</u>	Review process B	Draft changes B	Review process C	Draft changes C	<b>B &amp; C processes ready for testing</b>
 <u>New Programs</u>	Client meeting	Client meeting Review Strategy	Client meeting Draft proposal		<b>- Draft proposal ready</b>
 <u>Leadership Conference</u>		Brainstorm with team	Planning		<b>Plan in place</b>

## Developing my team

3 Development plan meetings

Doug - up to speed on meetings

2 lunches with team (Janine & Scott)

## Learning From your Development Plan

Practice coaching skills

Lunch with Sarah & Joan

sign-up for xyz training

## Balance How are you recharging your batteries (i.e., a vacation, a workout)?

Book trip

No email Sundays!



## Aligning Question #1:

*“Approximately what % of my time do you think should be spent on these longer term projects and priorities?”*



## Aligning Question #2:

*“Based on our team objectives of X, Y and Z, I see my top priorities for this month as being A, B & C, (followed by D, E and F). Thoughts?”*



## Aligning Question #3:

*“Based on the priorities above, I’m questioning how important activities g & h are. What do you think?”*

I've got a TON of immediate demands (weeds) to handle – various requests, email, meetings.....

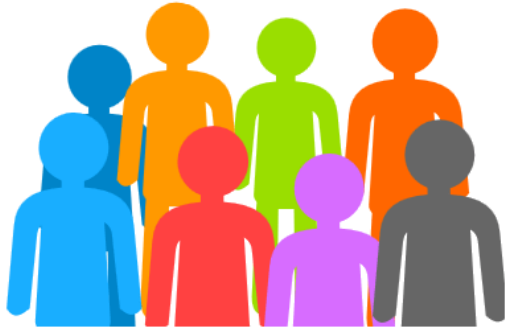
YET – I really want to put more time into developing my Team and several other STRATEGIC priorities/projects....



What are your suggestions/tips to help me carve out more time for these priorities?  
(discuss in pairs/trios)

## 2 Key Planning Questions:

- 1) What are 3 wins/success stories from this past week?
  
- 2) Imagine it's next Friday afternoon and you've had an outstanding week:
  - A. What 3 things did you accomplish?
  - B. What 1 or 2 things did you accomplish related to developing/ delegating to your team?
  - C. What's one thing you did to help you get out of the weeds?



Group A

- Given Task with deadline

33% completion rate



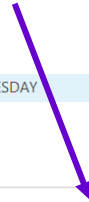
Group B

- Same task, same deadline
- Plus – when & where.

75% completion rate

\* Peter Gollwitzer

# Earlier in the day is better than later.

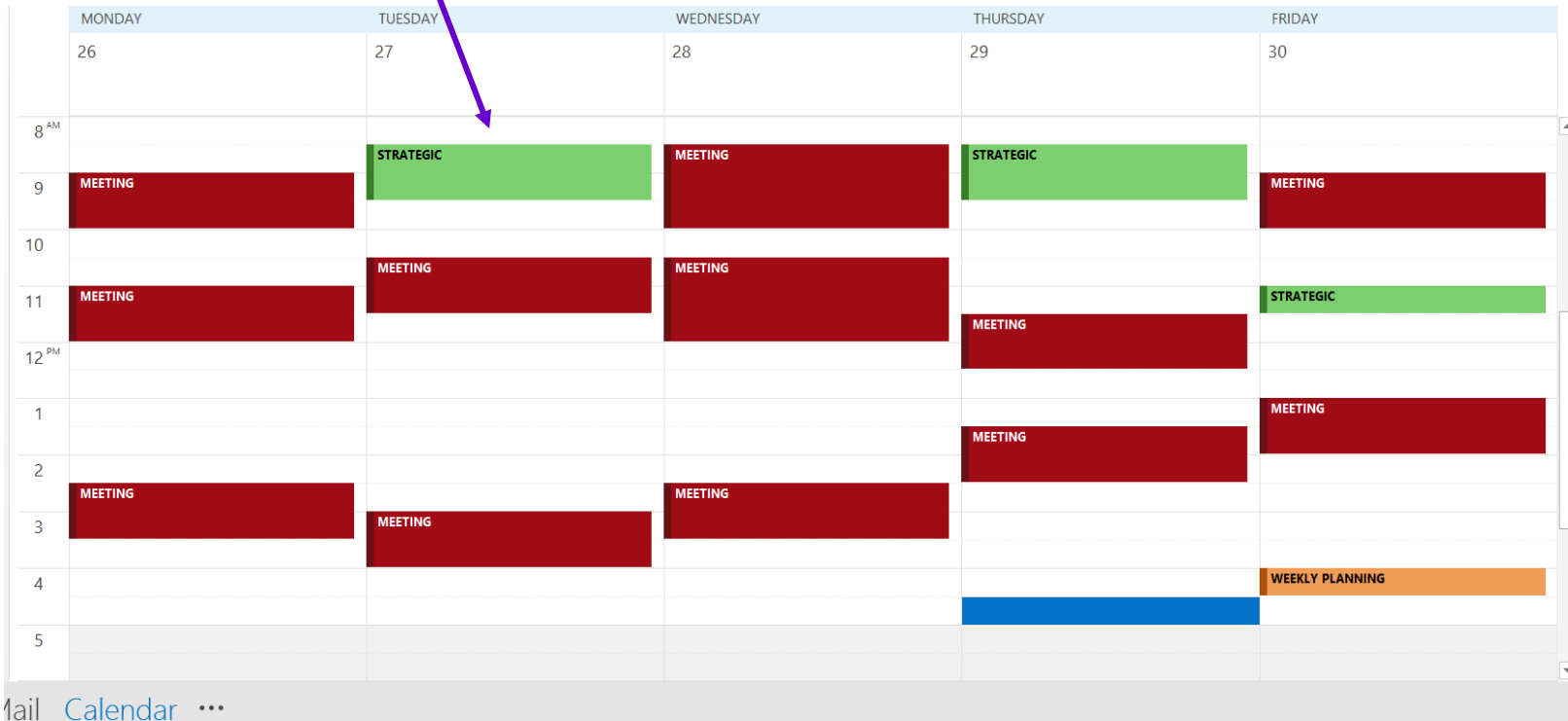
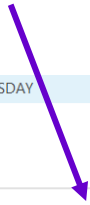


	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	26	27	28	29	30
8 AM		STRATEGIC	MEETING	STRATEGIC	
9	MEETING				MEETING
10					
11	MEETING	MEETING	MEETING		STRATEGIC
12 PM				MEETING	
1					MEETING
2				MEETING	
3	MEETING	MEETING	MEETING		
4					WEEKLY PLANNING
5					

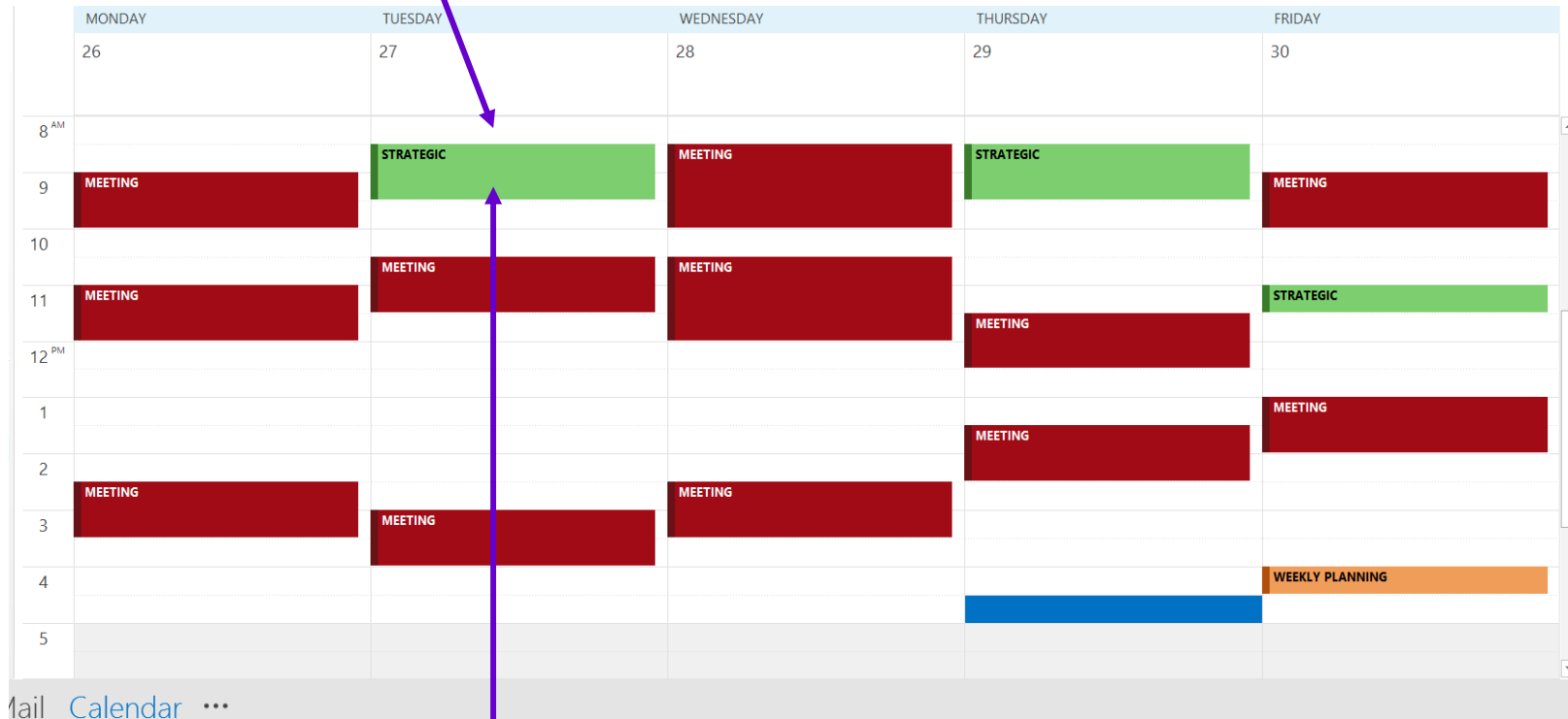
Mail Calendar ...



# Smaller blocks (30-60 min) tend to work best.

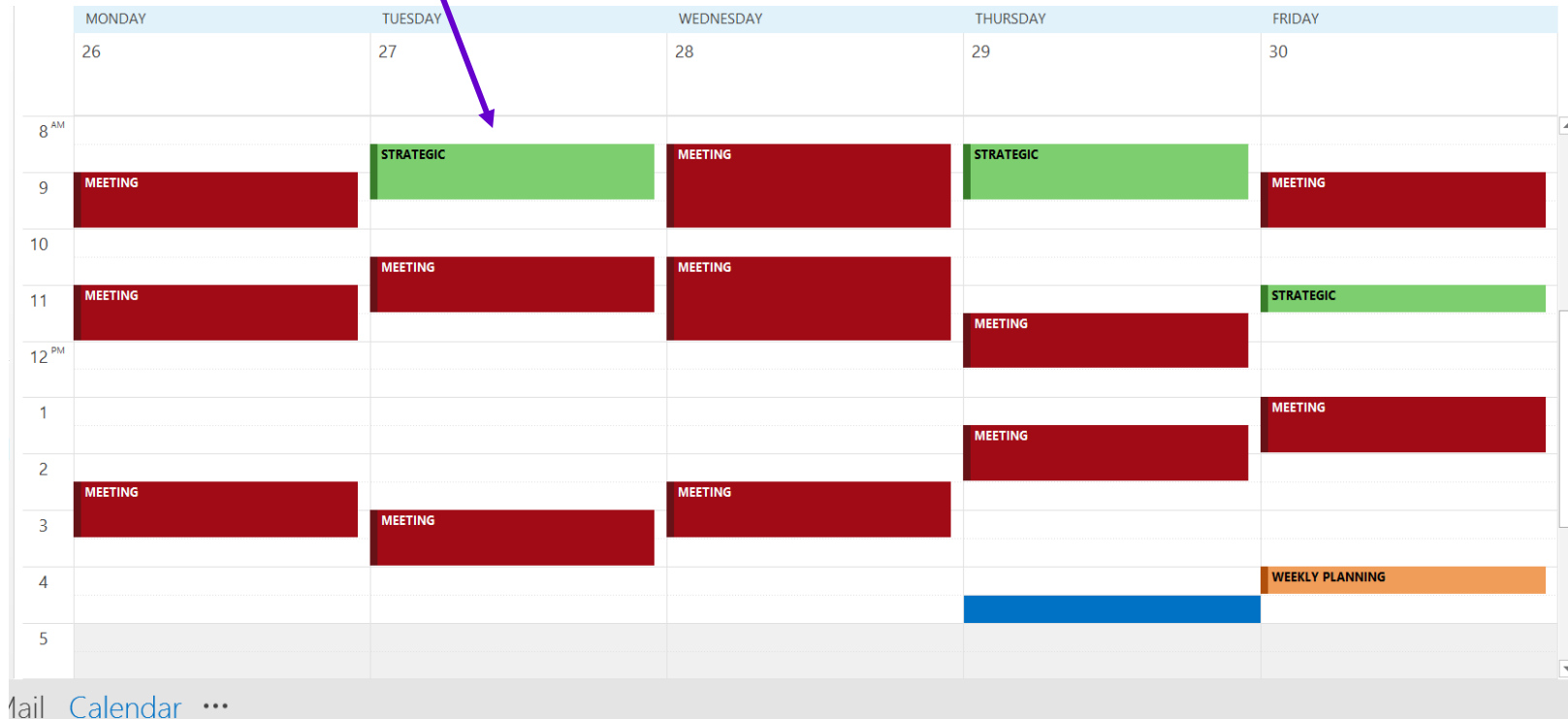


Clarity. Identify the specific task(s) to work on *before* you sit down to start.

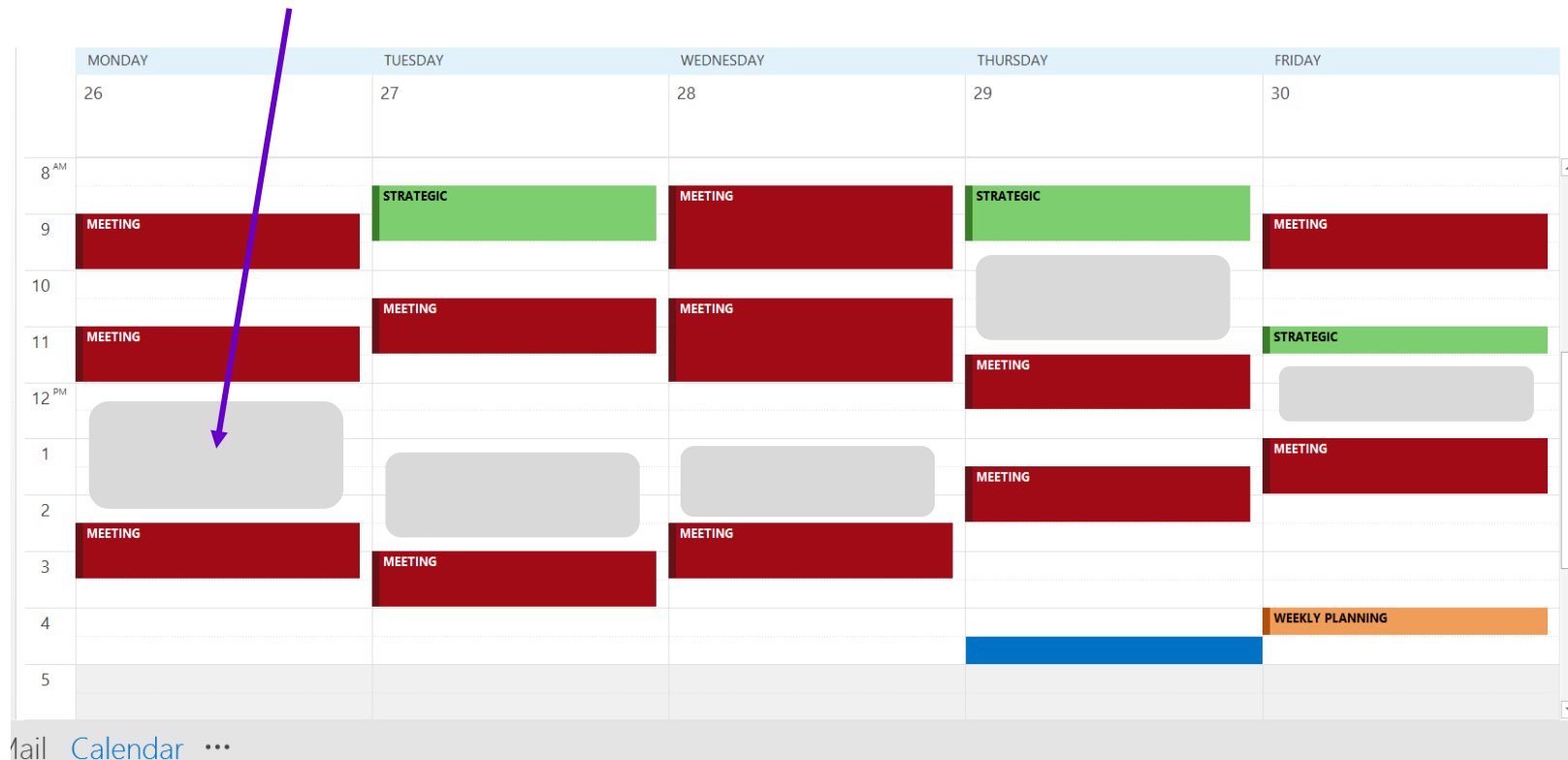


- Gather & compile feedback from past 4 surveys

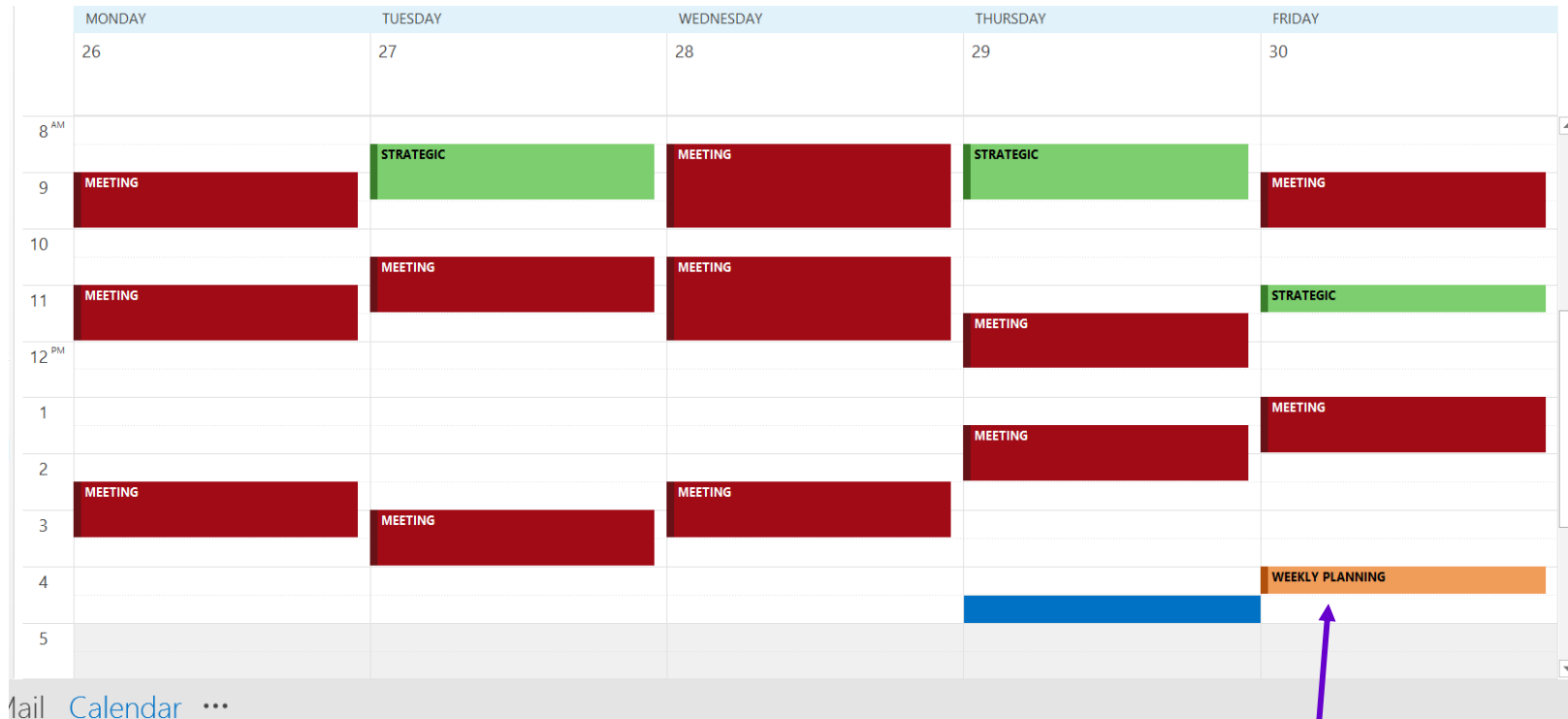
If possible, doing this at the same time, same place, each week/day builds the habit.



# Build in Buffer Room.



Rule of thumb: Keep 25% of your calendar meeting free.



Plan time to Plan

Why is having some “time to think” important for us?



Creating

Emotional  
balance

Clarity  
(analyzing,  
prioritizing)

Values &  
beliefs

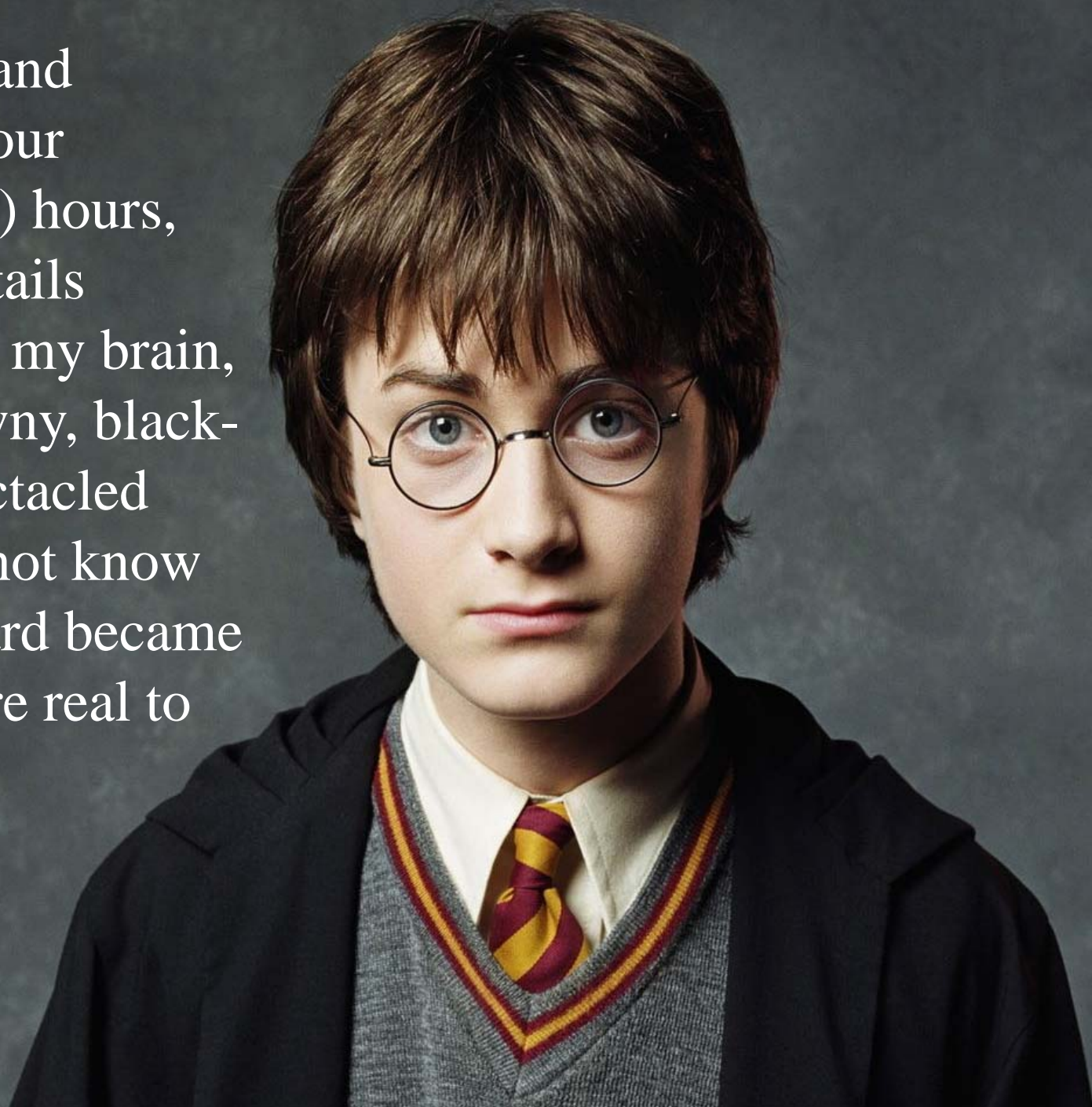




When and where do  
you do your best  
thinking?



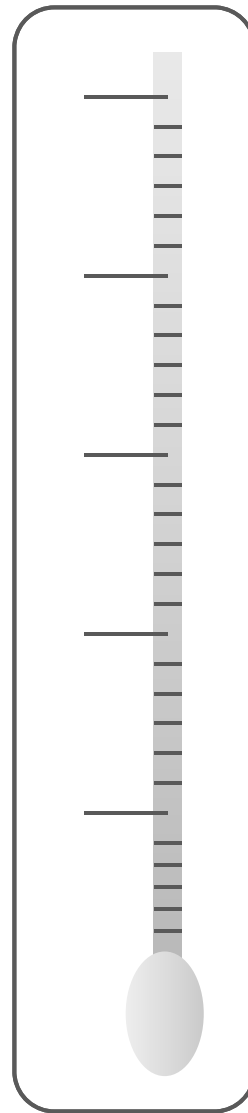
“I simply sat and thought, for four (delayed train) hours, and all the details bubbled up in my brain, and this scrawny, black-haired, bespectacled boy who did not know he was a wizard became more and more real to me.”



10 IQ Points

ANYBODY  
HAVE PLANS  
TO STARE AT  
THEIR PHONE  
SOMEWHERE  
EXCITING THIS  
WEEKEND?

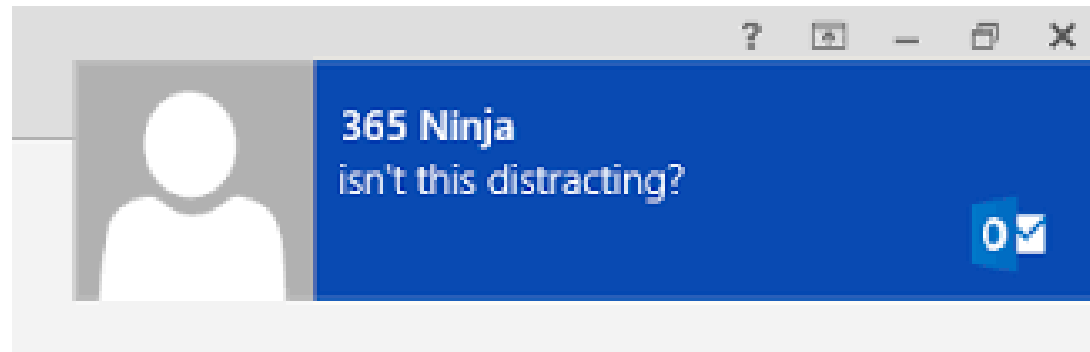
On a scale of 1-10, how reactive are you to your email?



**10**

Extremely reactive

**1**



Turn Notifications off





Think about a “pushing back success story” – a situation where you feel you did a good job at diplomatically negotiating (perhaps even saying “no” to) some demand on your time.

Share this with your partner and try to identify what you did that helped make this work.

# The 3 Question Rule:





I'm happy to help!

I want to put some thought into this so if get back to you by (realistic date) does this work for you?

I just received your meeting invite.

I would love to participate but I've got to get \_\_\_\_\_ done for \_\_\_\_\_ by \_\_\_\_\_ so there's a good chance that time's not going to work.

How would it be if I  
provided/received the relevant info in

I can absolutely take care of that!

Do you suggest I do it before or after X, Y & Z?

I want to make sure I  
support you.

What are your suggestions for how I  
can deliver the support you need yet  
still find some focus time for the  
other priorities I need to work on?

# Team questions:

What do you see me spending my time on that you think I could be delegating ?

What kinds of things do you think we over react to?

If you had to create a "bottom 3" list, what would be on it?

# Top 3 best practices for “pushing back”:

1. Be aware of (and manage) your own tendency to default to “yes”.
2. Ask questions.
3. Have your strategic priorities planned out (Time Blocking). Be aware of what won't get done if you say “yes” to this request.

# Getting out of the weeds:



With your partner share:

- a) What's the one thing you most want to do differently or more consistently?
- b) What are 1 or 2 small steps that you could start doing today or tomorrow?

# Getting out of the weeds:

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Imagine willpower doesn't exist.

That's step 1 to a better future.

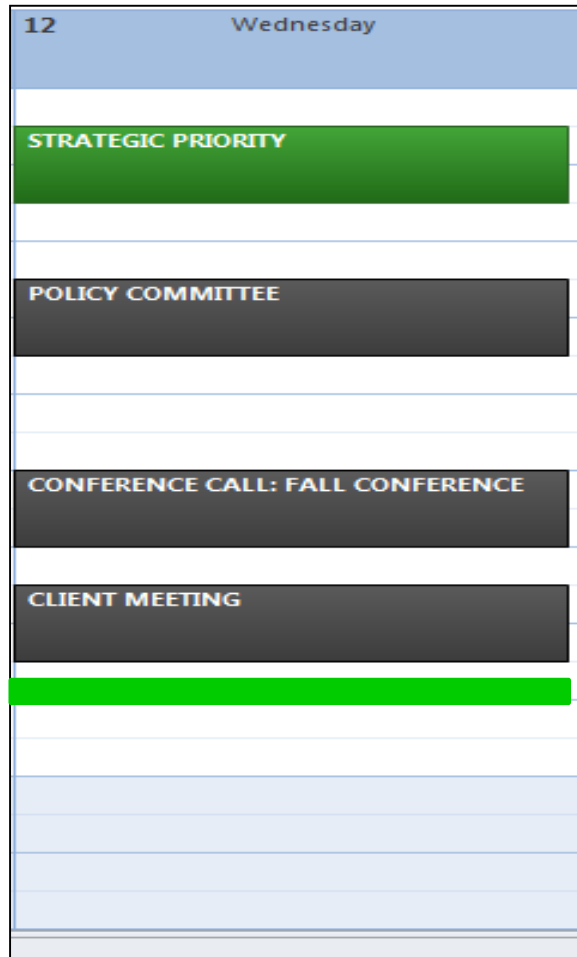
BJ Fogg. (Founder and Director of the Stanford Behavior Design Lab)



# Building Habits:

Knowing  $\neq$  Action

Do not assume that because you now know what to do that you'll do it.



# Action Triggers:

- ✓ Plan time to plan. (when & where)
- ✓ Make it automatic.
- ✓ Same time, same place.
- ✓ Use calendar, phone reminders, other action triggers.

Next 30 Days:

- Priority Mapping
- weekly planning
- daily planning
- react less to distractions
- get inbox organized

or

Next 30 Days:

- Spend 15 minutes, each day at 4:30pm planning the next day.
- For TWO weeks. 10 times!



# Daily Planning

- ✓ Monday
- ✓ Tuesday
- ✓ Wednesday
- ✓ Thursday
- ✓ Friday

- ✓ Monday
- Tuesday
- Wednesday
- Thursday
- Friday



*Before I check my phone...*

*After I put the pot of coffee on....*

*After I park my car...*

*After I stop at the coffee shop....*

*After the weekly status meeting...*

*Before I turn my laptop on/off...*

*Before I check my email...*

*After I check the scores...*

Think. What might get in the way?

And what proactive steps could you take to reduce the likelihood of this happening?



Who might hold you accountable?

How could you set it up so that you can't back out?

