



Balancing *YOUR* Priorities

Setting the framework for your personal strategic plan



November, 2011

Welcome to ALL of You



 Head and Heart

 Body and Soul

 Thoughts and Emotions

First Tool in the Box



Breath

Balancing Priorities



Thank You!

Why Do You Need a Strategic Plan?



- ✿ Focus limited resources on priorities to get great results
- ✿ Reduce anxiety: get organized and put it all down on paper so you won't forget
- ✿ “Sharpen the Saw”
- ✿ Achieve a new sense of balance – requires all of you
- ✿ Identify resources you can use to get/keep on track
- ✿ Make changes that reflect growth, learning and shift in focus

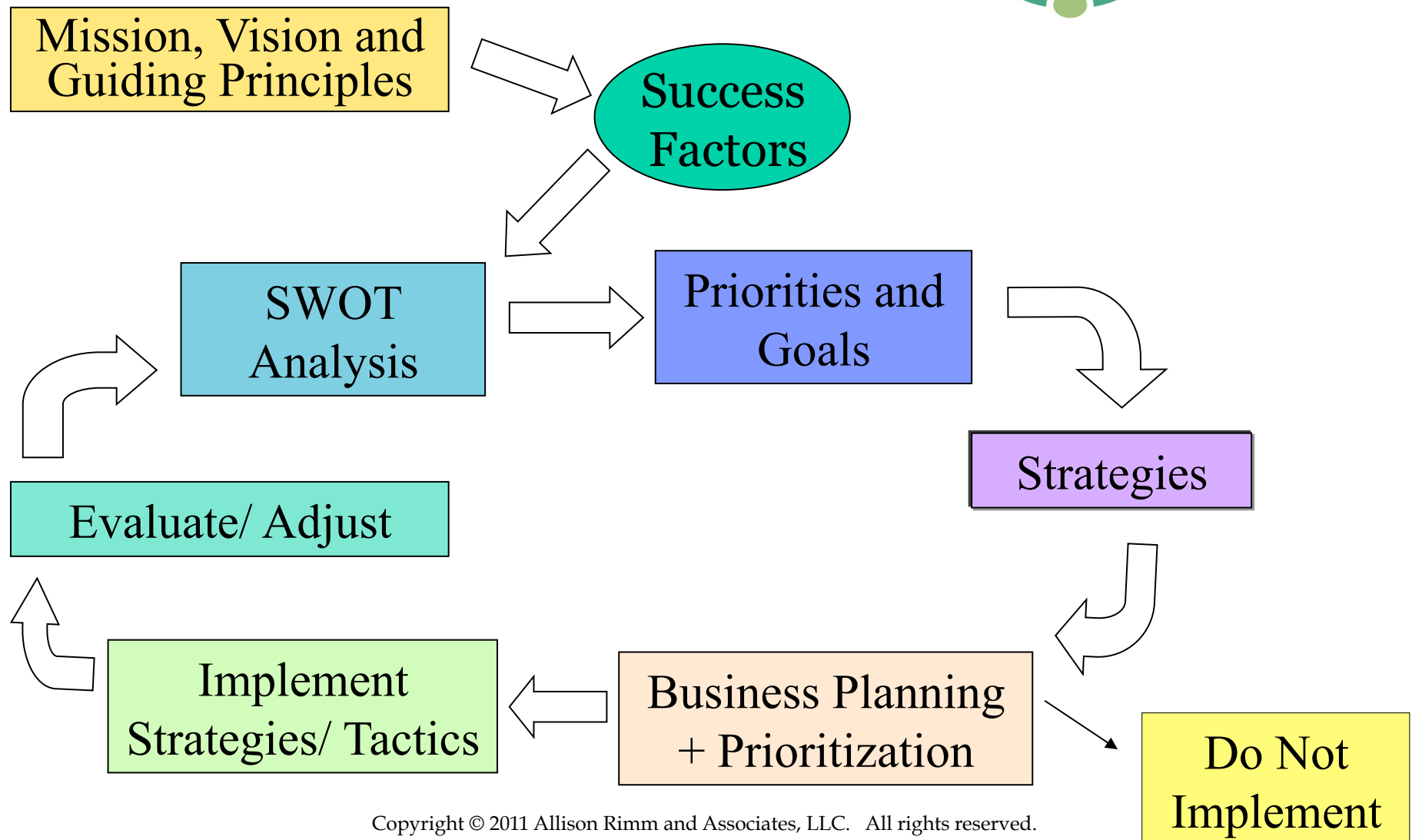
Setting Goals and Priorities



“Effective leadership is putting first things first. Effective management is discipline, carrying it out. “

Stephen Covey

Strategic Planning Process



Mission



“Mission is where your talents and passions collide with the needs of individuals and the world.”

Matthew Kelly
Perfectly Yourself – 9 Lessons for Enduring Happiness

Vision



“If you don’t know where you’re going, you probably won’t get there.”

Yogi Berra

Balancing Priorities - Roles and Goals



- ✿ Having it all doesn't equal doing it all
- ✿ Goal is to be fully present and engaged in whatever you choose to do – right now
- ✿ Make conscious choices and mean “yes” when you say “yes”
- ✿ Know where you want to be today. Set long-term goals - **if you want**
- ✿ Make plans where they serve you, don't let them constrain you

Presence



BlackBerry Users...

83% check email on vacation

59% check email the second it arrives

53% check email in the bathroom

59% check email in bed

37% check email while driving

12% check email while in church



References:

[AOL](#); [Tech.co.uk](#)

Presence



*“There’s more to life
than increasing its
speed.”*

Mahatma Gandhi

Your Custom Closet



What Do You Really Want?



- ✿ What do you love doing?
- ✿ What really matters to you?
- ✿ What is YOUR vision of success?
 - ✿ Short-term?
 - ✿ Long-term?
- ✿ Don't let yourself be “shouldwinked”



“How we spend our days is, of course, how we spend our lives.”

Annie Dillard

Manage Your Most Precious Resource



- ✿ Are you spending enough time on your priorities?
- ✿ Are you putting your efforts where they are most likely to pay off?
- ✿ Is everything worth doing?
- ✿ For every non-value-added activity on your calendar, why are you spending time doing it?
- ✿ Do you have time to accommodate everything?
- ✿ What activities can be:
 - Ditched?
 - Delegated?
 - Delayed?

Get Back on Track



- ✿ Recognize when you say “yes” to one activity, you are saying “no” to another
- ✿ Allocate your resources (time, money, etc.) toward YOUR priorities
- ✿ Can you identify and address the root causes of the disconnect between your being and your doing?

Toolkit



Solve the Right Problem:

- ✿ Breath and Awareness
- ✿ Root Cause Analysis:
5 Whys

Prioritization:

- ✿ Calendar
- ✿ Not to Do List
- ✿ Big Rocks
- ✿ Importance/ Urgency Matrix
- ✿ Risk/ Reward Matrix

Effectiveness:

- ✿ Personal Mastery Grid
- ✿ Serenity prayer

Joy:

- ✿ Sense of Humor
- ✿ Compassion
- ✿ Gut Check

Root Cause Analysis



5 Whys

For example, if you haven't been working out as much as you'd like, ask:

Why don't I work out everyday?

- I don't have enough time

Why (don't I have enough time)?

- My commute is taking longer than it used to

Why (is my commute taking longer than it used to)?

- I am driving instead of taking the train

Why (am I driving instead of taking the train)?

- So my car is with me at the end of the day

Why (do I need my car at the end of the day)?

- So I can drive to the gym to exercise



Simplementation Plan™: Not to Do List



“Almost all quality improvement comes via simplification of design, manufacturing... layout, processes, and procedures.”

Tom Peters

Big Rocks



Big Rocks



Big Rocks



Importance/Urgency Matrix



	<i>Urgent</i>	<i>Not Urgent</i>
<i>High Importance</i>	Top Priority	Planning and Preparation// Renewal Activities
<i>Low Importance</i>	Interruptions	Busy-work

Risk/Reward Matrix



	<i>Low Payoff</i>	<i>High Payoff</i>
<i>Low Risk (Easy)</i>	?	What are You Waiting for?
<i>High Risk (Hard)</i>	No Way	?

Personal Power Grid



	<i>Control Outcome</i>	<i>Cannot Control Outcome</i>
<i>Act</i>	Mastery	Ceaseless Striving
<i>Do Not Act</i>	Giving Up	Letting Go

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Serenity Prayer



Grant me the serenity to accept the things I cannot change; courage to change the things I can; and wisdom to know the difference.

Sense of Humor



Lighten Up!!

Compassion: The Golden Rule



*“Do unto others as you would
have them do unto you.”*

Compassion: The Platinum Rule



*“Do unto yourself as you
do unto others.”*



“Vision without action is a daydream. Action without vision is a nightmare.”

Japanese Proverb

Just Do It!



Commit to At Least One
Action You will Take to
Address Your Priorities
TODAY

Gut Check: Live with Awareness



- ❖ Emotions are a barometer of connection to purpose and passion
- ❖ As you move through your day, how do you feel about what you are doing?
- ❖ Continually evaluate your “Joy to Hassle Ratio”
- ❖ As you contemplate your priorities, how do you feel?
- ❖ Choose joy!