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, Vision and Guiding Principles

Evaluate/Adjust

SWOT Analysis

Success Factors

Priorities and Goals

Strategies

Implement Strategies/Tactics

Business Planning + Prioritization

Do Not Implement

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

Tom Peters
Big Rocks
Big Rocks
## Importance/Urgency Matrix

<table>
<thead>
<tr>
<th>High Importance</th>
<th>Low Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent</strong></td>
<td><strong>Not Urgent</strong></td>
</tr>
<tr>
<td>Top Priority</td>
<td>Planning and Preparation// Renewal Activities</td>
</tr>
<tr>
<td>Interruptions</td>
<td>Busy-work</td>
</tr>
</tbody>
</table>
Risk/Reward Matrix

<table>
<thead>
<tr>
<th>Low Payoff</th>
<th>High Payoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Risk (Easy)</td>
<td></td>
</tr>
<tr>
<td>High Risk (Hard)</td>
<td></td>
</tr>
</tbody>
</table>

What are You Waiting for?

Low Payoff

High Payoff

No Way
Personal Power Grid

Control Outcome

Act

Mastery

Cannot Control Outcome

Cannot Control Outcome

Ceaseless Striving

Do Not Act

Giving Up

Letting Go

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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!