

POWER UP NOW!

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Helping Individuals and Organizations Anticipate, Adapt To, and Achieve Successful Change

Training Workshops • Keynote Speeches • Individual and Team Coaching

Planning—The Key To Getting More Done

Everyone admits that planning is important, but few actually spend as much time planning as they should. Many claim they do not have time to plan. Planning is a habit. People who plan regularly master the habit of planning. It simply becomes part of the regular routine, so finding time is no longer a problem.

Many of us fail to plan because we are action-oriented. We prefer to be in the thick of things, doing instead of thinking. As a result, we react to whatever happens around us. Planning is the only way to break out of the reactive pattern.



Plan Work and Time

The key to successful planning is to plan both work and time. Simply ask these six questions:

1. Results—What are my goals; what do I expect to accomplish?
2. Activities—What will I have to do to get those results?
3. Priorities—What are the priorities involved?
4. Time—How much time will each activity require?
5. Schedules—When will I do each activity?
6. Flexibility—How much flexibility must I allow for the unexpected things I cannot control?

The first three questions form a work plan. The last three questions make a time plan. **You need both.**

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Character—Do You Have What It Takes

How a leader deals with the circumstances of life tells you many things about his character. Crisis does not necessarily make character, but it certainly does reveal it. Adversity makes a person choose on of two paths; character or compromise. Every time a leader chooses character she grows stronger.

Character is the foundation on which a leader builds his or her life. It all begins with character, because leadership operates on the basis of trust. People will follow a leader only so far as they trust him or her. Character communicates credibility, harnesses respect, creates consistency, and earns trust.

Every leader must know the following about character:

1. Character is more than talk.

Anyone can say that he has integrity, but action is the real indicator of character. Your character determines who you are and what you do. That's why you can never separate a leader's character from her actions.

If a leader's actions and intentions continually work against each other, look to his character to find out why.

2. Talent is a gift, but character is a choice.

You have no control over a lot of things in life. You did not get to choose your parents or the circumstances of your birth and upbringing. But you do choose your character. You create it each time you make a choice.

3. Character brings lasting success with people.

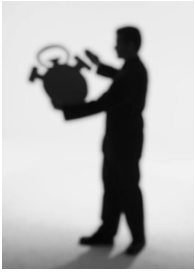
True leadership always involves others. Followers do not trust leaders whose character they know to be flawed, and they will continue to follow those leaders.

4. Leaders cannot rise above the limitations of their character.

Character will either limit or support a leader, depending on its strength. It will always determine whether a leader finishes well or not.



Source: 21 Qualities of a Leader



GOT A MINUTE

In the high art of serving others, employees sustain their morale, management keeps its customers, and the organization prospers. One of the indisputable lessons of life is that we cannot get or keep anything for ourselves without getting it for others.

~ Richard J. Sneed

Don't forget to ask your people what it is they need and want from you. After all, employees have expectations too. And they are more likely to follow and support leaders who meet those expectations.

When they do, YOU WIN!

Source: Lead Right

Leaders do not have the luxury to...

- Think mostly about themselves
- Act on feelings rather than facts
- Continue to blame or make excuses
- Expecting others to fix what's broken
- Not listening to others' ideas...concerns
- Closing your eyes or walking away when things happen that are not right

John Bentley, President, Power 2 Transform

John has personally built and led more than 25 high performing teams across five continents. He took this opportunity to discover and apply the principles of helping people work together effectively and efficiently to anticipate, adapt to, and achieve successful change. Call John for a **FREE** consultation to learn how you can apply these principles in your organization.



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Take Control

Planning is an attempt to control as much of your time as possible. But remember, you cannot control everything. Many things are simply beyond your control.

If you fail to control whatever time you can, you will diminish your effectiveness. Whether you can take charge of eight hours daily or just one hour is irrelevant. The idea is to control whatever time you can so that you can spend as much time as possible on important issues.

Weekly and Daily Plans

The daily "to do" list is the most common time plan used today. While daily planning is certainly worthwhile, weekly planning is even better. It provides longer perspective and allows more room for options. You can use the same six questions to develop a daily or a weekly plan.

To prepare a weekly plan ask the six basic questions for the next week. If possible, do this at the end of the preceding week. For instance, you might take time out on Friday afternoon, or perhaps on the weekend. Preparing a weekly plan only requires about 30 minutes, and will enable you to recover at least an hour a day. An extra hour or more every day for important work will produce remarkable results in almost any job.

Reflect on what you have just read about planning. Stop now and practice planning. After all the more you do it...the more time you will have available for the important tasks.

Source: Inscape Publishing Time Mastery Profile®

Listening Mistakes Cause Messes

The biggest mistake you can make is not paying attention to people. A recent example of this is the 2006 departure of the former Home Depot CEO. According to the article written at the time he did not listen. His bottom-line, numbers driven, Six Sigma mindset to increase profits and shareholder returns went against the customer centric company he inherited and the needs of the people he served.

The CEO used to play football and he only focused on the score. He failed to listen to the people he served...the customers, employees, and shareholders. He forgot that numbers do not judge or build an organization—people do.

When people walk into your office they can tell whether you are listening or not. Employees can come up to you excited or upset about something, but your mind is in another place. Maybe you shake your head and that says to them, "Can't you see I'm busy?" or "I don't have time for you right now." In that moment it may seem like a small thing but it can lead to people shutting down.

When you pay attention it becomes easy to say "I can't listen right now...I really want to hear what you have to say...Can we talk later?"

This act show you care and prevents you from cleaning up messes.