

FCBR Academy 2.0



Managing Competing Priorities With Finite Resources



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#TSIR

This Struggle is REAL!!

What's Your Top 10 List of the
biggest challenges you face
on a daily basis?



What are Our Major Organizational Challenges?

- ⊙ Keeping Track of Appointments
- ⊙ Keeping Track of To Do Lists
- ⊙ Keeping Track of Phone Calls
- ⊙ Remembering to follow-up at regular intervals and keeping records of what was discussed
- ⊙ Remembering Birthdays, Anniversaries, Managing Broker Day, Administrative Assistant's Day, etc.
- ⊙ Keeping Track of When Our Membership Meetings Are
- ⊙ Mileage on our vehicles
- ⊙ Reminder of Contract Dates & Deadlines
- ⊙ Reminder to Call Your Mother
- ⊙ Scheduling "Honey-Do" Items
- ⊙ Inviting People to a Meeting
- ⊙ Tracking Down the Post-It that has the million-dollar-cash-buyer's phone number on it.
- ⊙ Remembering the email address that started out ejl-something@something.net
- ⊙ Having a record of how long it actually takes to complete a task!
- ⊙ Keeping track of receipts



So What's The Answer?

Stay Curious
 Stay Out of Judgment
 The Outcome Remains to Be Seen
 Be Intentional and Responsive
 Be Vulnerable
 Be Purposeful
 Take Action



MYTHBUSTERS

⌚ The Myths of Time Management

- ⌚ MYTH: You can actually "manage" time.
- ⌚ MYTH: "Getting Organized" is something you can do over a weekend.
- ⌚ MYTH: Someday you will get "Everything Done"



OVER 15 MILLION SOLD

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Powerful Lessons
in Personal Change

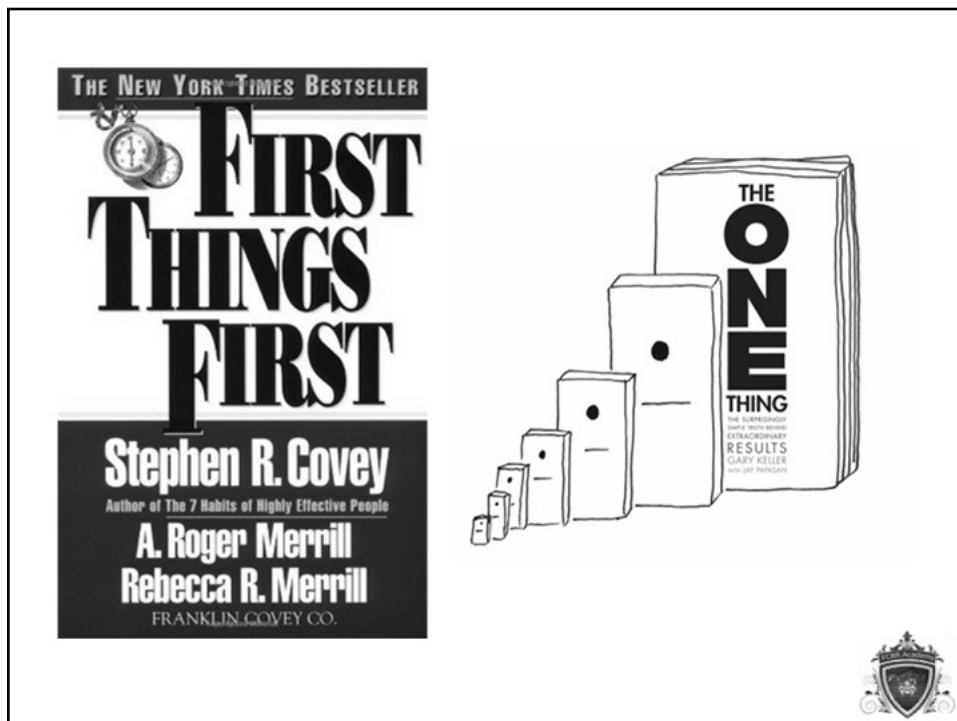
With a New
Foreword and
Afterword
by the Author

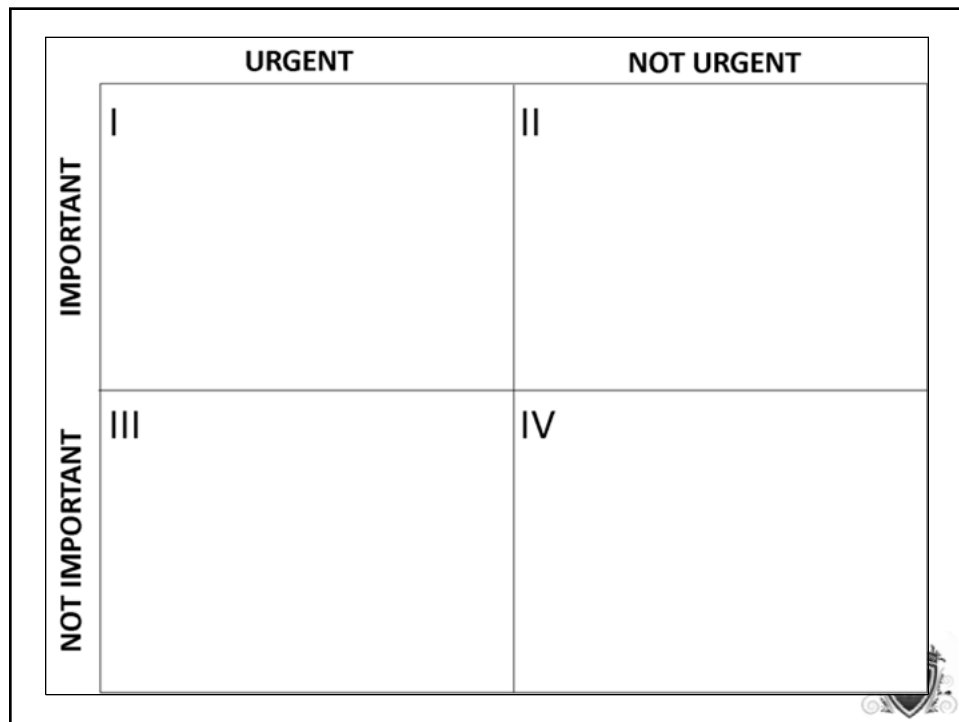
"A wonderful book that could change your life."
—Tom Peters, bestselling author of *In Search of Excellence*

Stephen R. Covey



Manage Yourself	Habit 1 Be Proactive® The Habit of choice	• See alternatives, not roadblocks • Focus on what you can influence • I am free to choose and am responsible for my choices
	Habit 2 Begin with the End in Mind® The Habit of Vision	• Mental creation precedes physical creation • Define practical outcomes
	Habit 3 Put First Things First® The Habit of Integrity and Execution	• Focus on the important, not just the urgent • Effectiveness requires the integrity to act on your priorities • Plan weekly, act daily
Lead Others	Habit 4 Think Win/Win® The Habit of Mutual Benefit	• Effective long-term relationships require mutual respect and mutual benefit • Build trust with co-workers
	Habit 5 Seek First to Understand, then to be Understood® The Habit of Mutual Understanding	• To communicate effectively, we must first understand each other • Practice empathic listening • Give honest, accurate feedback
	Habit 6 Synergize® The Habit of Creative Cooperation	• The whole is greater than the sum of its parts • Synergize to arrive at new and better alternatives
Unleash Potential	Habit 7 Sharpen the Saw® The Habit of Renewal	• To maintain and increase effectiveness, we must renew ourselves in body, heart, mind and soul





Put First Things First



Q1: the stress quadrant

- This is the important and urgent quadrant.
- This is where you find the crises, projects close to their deadlines, urgent problems and so on.
- **The strategy: Do Now!**
- It needs to be done, and it needs to be done fast!

Q2: the value quadrant

- This is important, but not urgent.
- This is where you find education, working on your vision, investing in people and so on.
- **The strategy: Schedule time.**
- It needs to be done, plan time to do it before it gets urgent.



3 Habit

Put First Things First



Q3: the deception quadrant

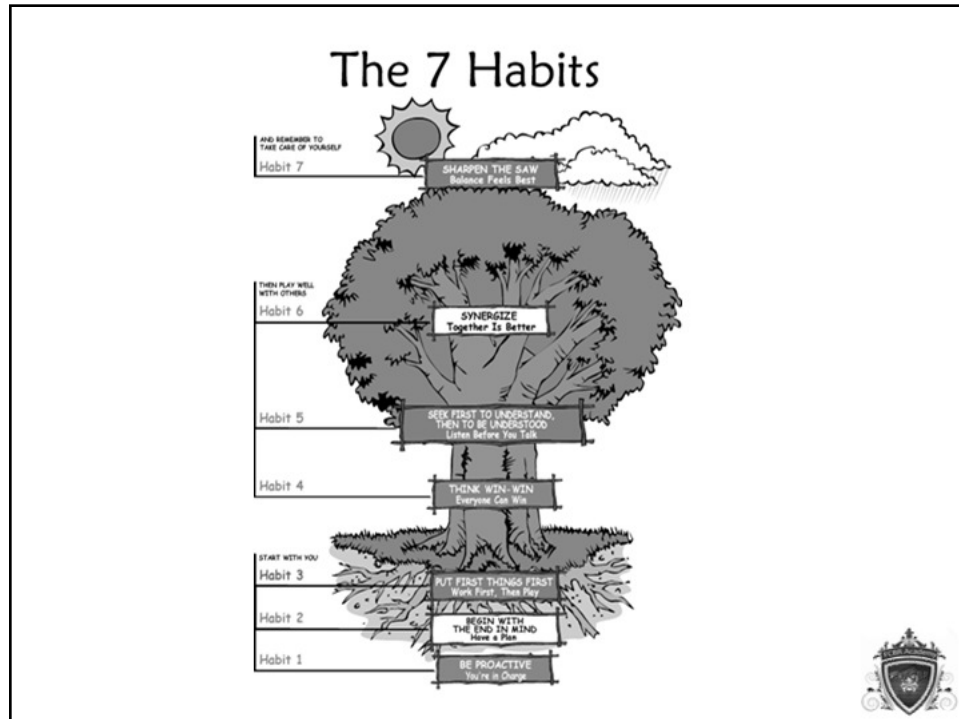
- It is urgent, but not important.
- This is where you find most interruptions, some meetings, other peoples chores.
- **The strategy: Delegate.**
- It needs to be done fast, but are you the one that needs to do it?

Q4: the regret quadrant

- It neither important nor urgent
- This is where you find pass-times, some phone calls (you know them), the "too much" activities (too much television, too much internet).
- **The strategy: Eliminate**
- And why were you doing this again?



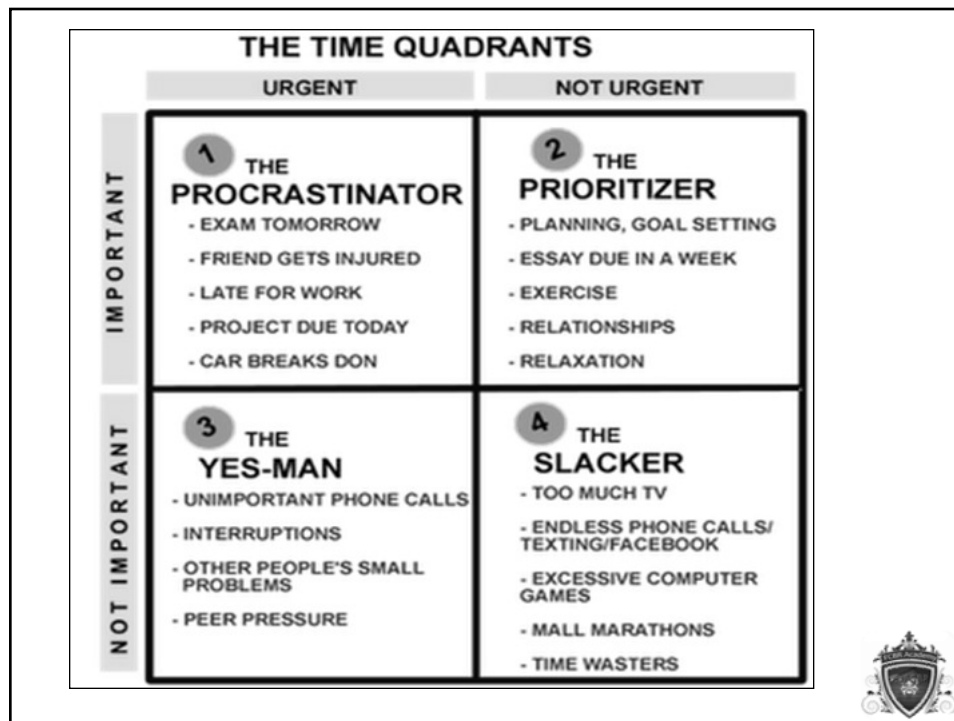
Big Rocks!

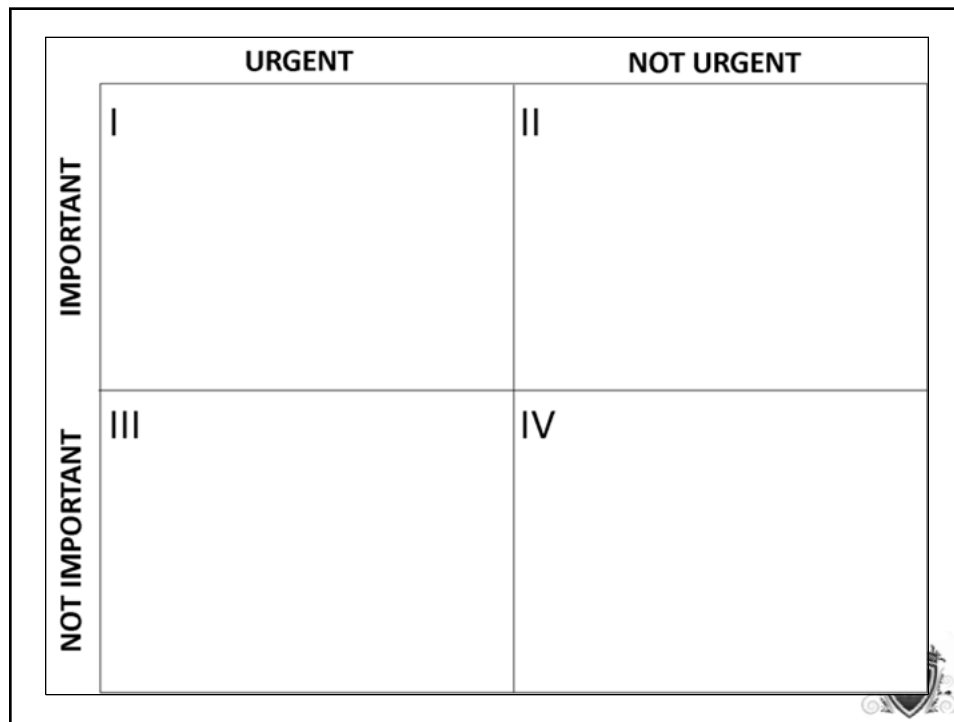


So What Are Your Big Rocks?

Key Projects
Vacations
Planning/Preparation
Prevention/
Empowerment
Relationships/Family
Career
Service/Community
Big Opportunity







What's in Your Quadrant?

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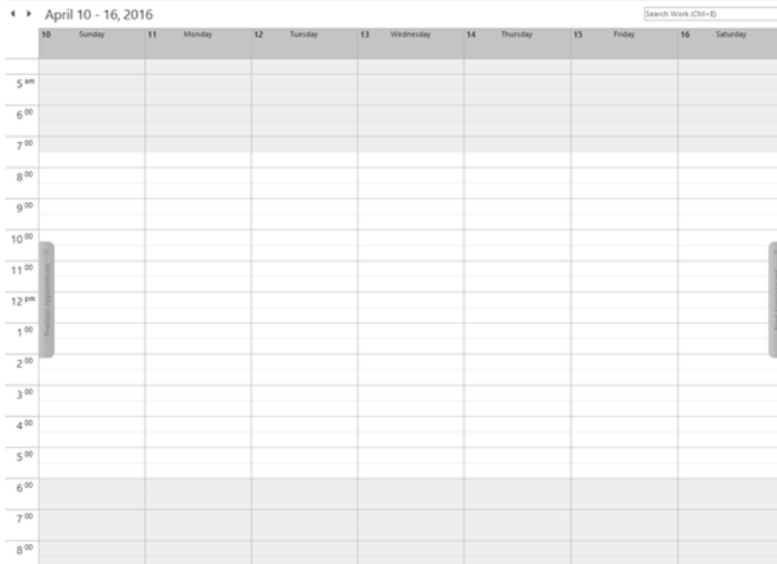
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This is Your Bucket...Fill It Wisely



So Where Do We Begin?

- 🕒 Collecting
- 🕒 Processing & Organizing
- 🕒 Prioritizing & Planning



Collecting

Identify Your Collecting Points

Where do you really store information?

Are your current collecting points working?

Create approved collecting points

You Are Not a Collecting Point!

Handling interruptions & distractions

Using a "Mind Sweep" to clear the mind



Processing & Organizing

Planning & Action Categories

Meaningful Objectives

Supporting Projects

1:1 Meetings

Strategic Next Actions

Someday Maybe

The Workflow Model

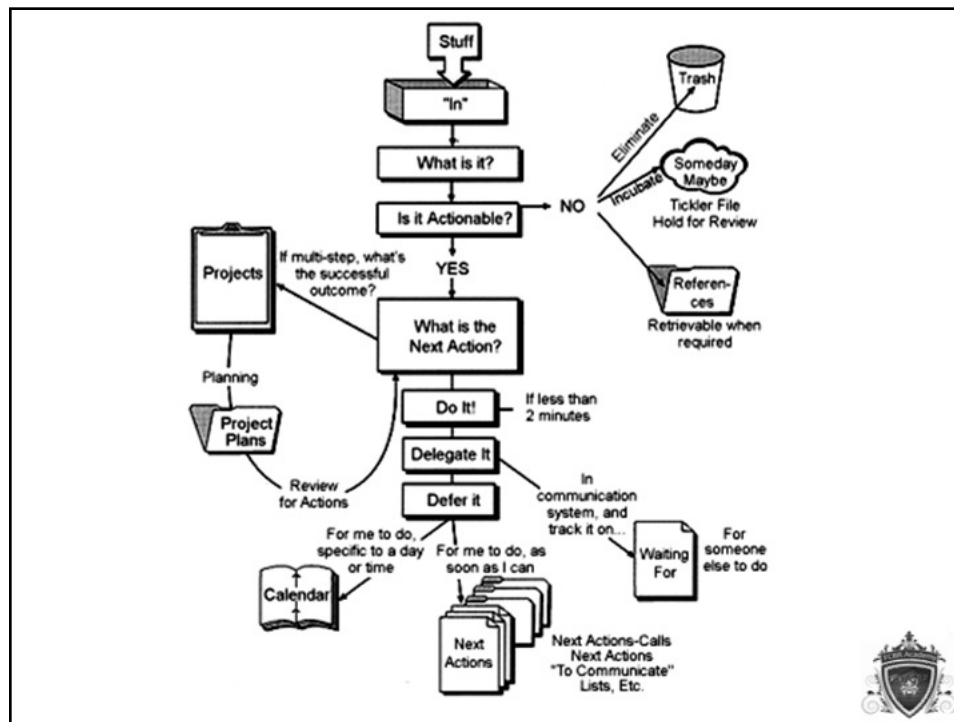
What is it?

Is it actionable?

Does it relate to a Meaningful Objective?

Do it, Delegate it, Defer it, or Delete it!





Prioritizing & Planning

Do you manage a calendar or a to-do list?

Use your calendar to prioritize and plan
Set up baseline calendar activities

Making the process a "habitual ritual"

If you build this process into your daily routine, you've set up a system that minimizes items that otherwise slip through the cracks.

Just by doing this you're 70% more likely to accomplish the task!



Let's Get En-gauged!

We have all kinds of 'gauges' in our lives that help us make sense of our environment so we aren't constantly calculating and making mental notes of our current status, progress, speed, direction, duration, etc. etc.



It's no wonder the Business World has taken on the 'DASHBOARD' metaphor for monitoring the status of key elements in a given business.



Outlook Can Be The Dashboard of
the vehicle that is YOUR
BUSINESS!



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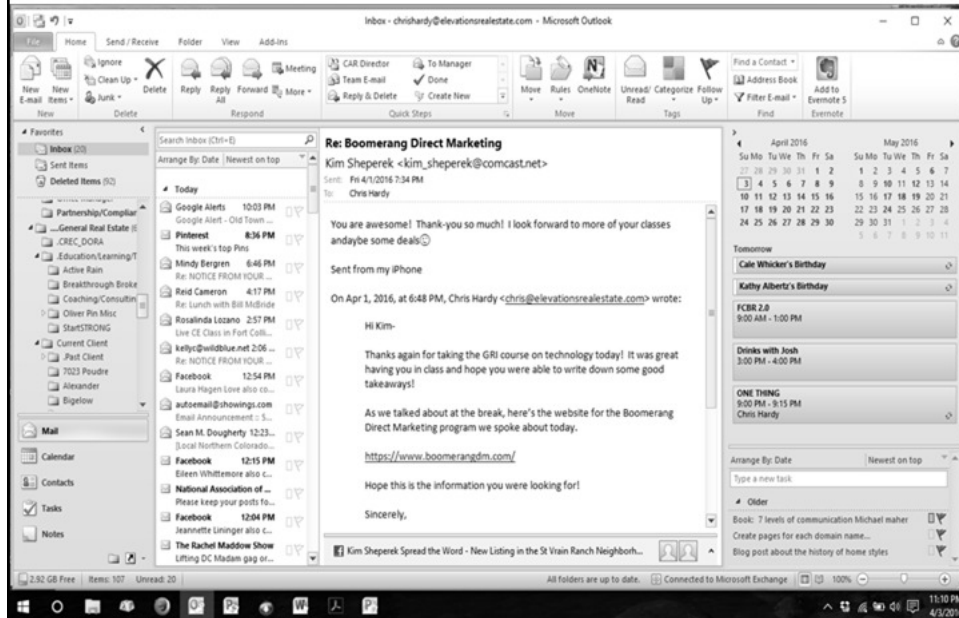
To "*Calendar*" your life
(*all of it*)
requires a change in behavior.

Committing to plan and prioritize is an ongoing process that will take conscious effort and practice.

The cool part is you can implement these ideas and concepts incrementally over time. You don't have to do it all at once! :-)



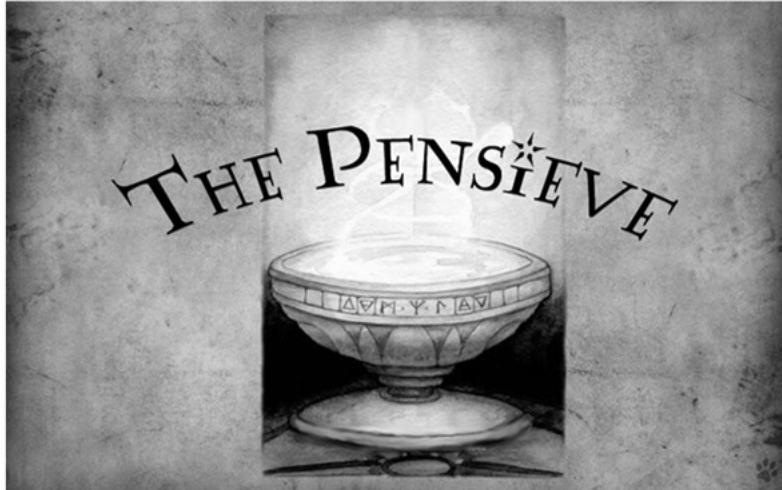
This is My Dashboard...



The Weekly Mind Sweep!



The Weekly Mind Sweep!



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