

Moving From Busyness to Effectiveness

*"How To Ditch the
To Do List and Achieve Results"*

Richard Dore

Leading Director - Proteus Leadership Centres



Crazy!



A close-up photograph of a baby with light brown hair and blue eyes, looking directly at the camera with a determined, slightly pouting expression. The baby is holding a fistful of sand in their right hand. They are wearing a green and white long-sleeved shirt. The background is a blurred beach scene with sand and the ocean under a blue sky.

Success.

Janine Allis

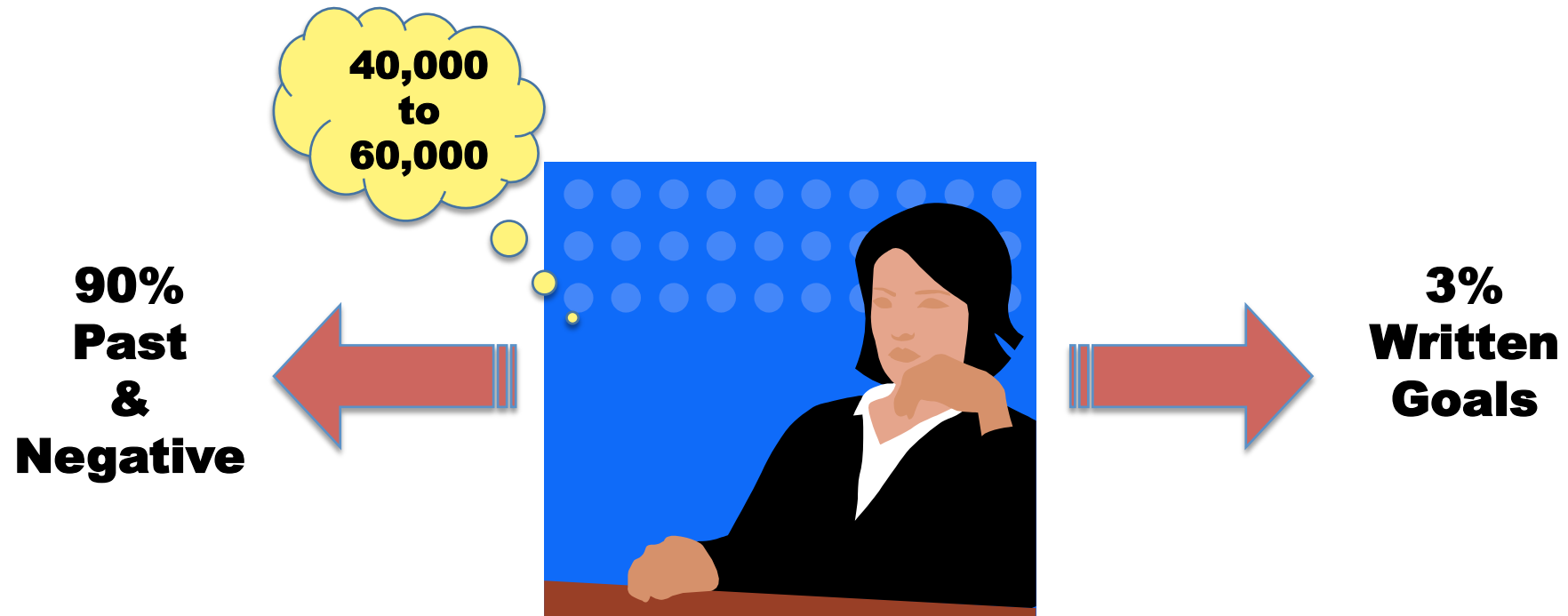


Leadership Habits For Success

- Leader Without A Title
- 100%
- Snow White Syndrome
- Go / Grow
- Thinking Precedes Action

The Essence of Time Management

... *Clarity*



What are you thinking?

FUTURE

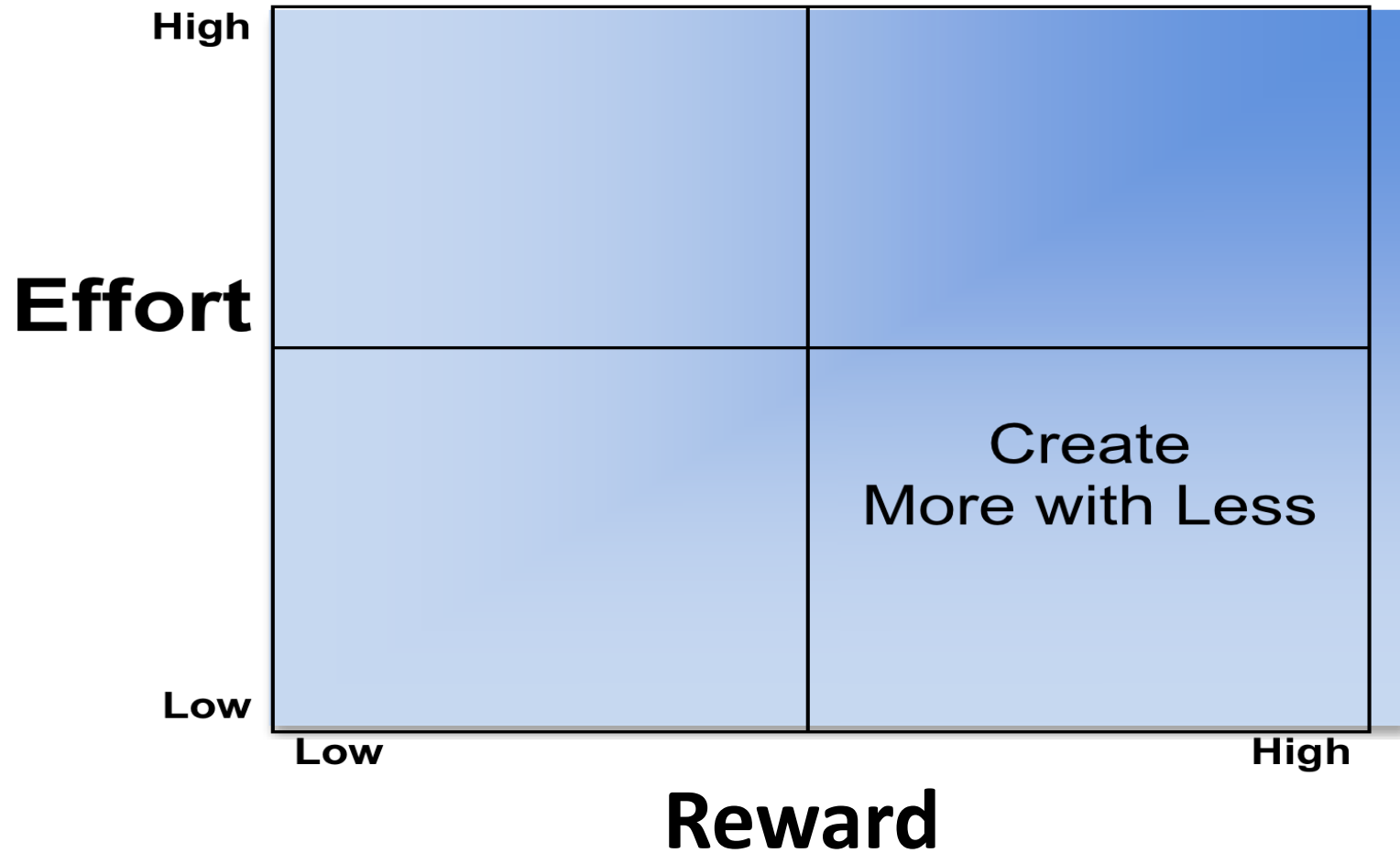
Leadership

NOW

“Knowing what you don’t want is a good start, but it is not enough... You need to know what you do want and start moving in that direction!”

80/20 RULE

Create More With Less



Goals & Values

1. Value

2. Value

3. Value

4. Value

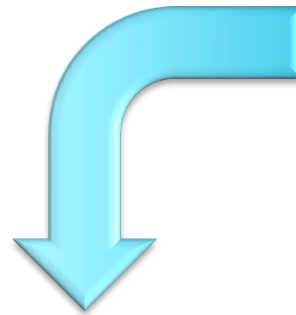
1. Goal

2. Goal

3. Goal

4. Goal

The 12-month Retrospective for Achieving Goals



1. I...

2. I...

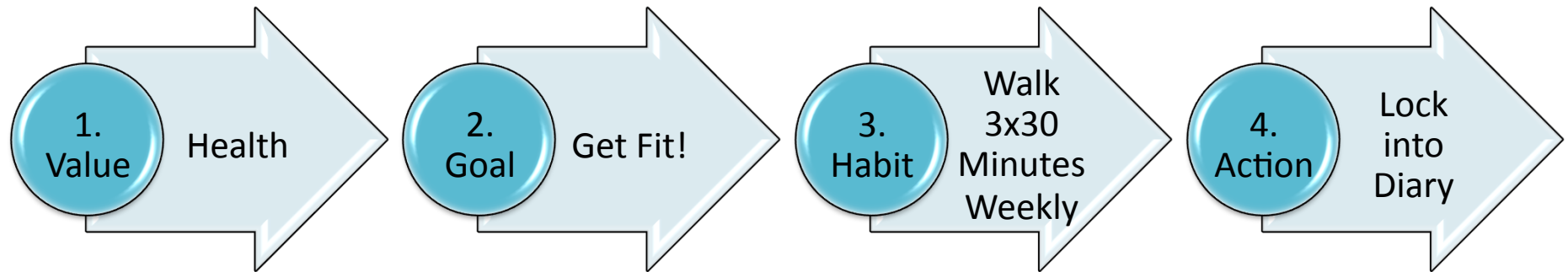
3. I...

4. I...

5. I...



Values, Goals, Habits & Actions



**“It doesn’t matter where you have come from.
All that matters is where you are going.”**

Brian Tracy

Key Result Areas (KRA's)



**The Key Areas
that you are
paid to do!**

Guff or The Real Stuff?

What are you worth per hour?

\$100,000 per year
(÷ 50 weeks)



\$2,000 per week
(÷ 40 hours)



= \$50 per hour

National Leading Educators 2012 KRA

*Proactive
Leadership*

*Bold
Business
Development*

*Authentic
Client
Relationships*

*Exceptional
Facilitation*

*Purposeful
Professional &
Personal
Development*

*Passionate
Admin, System
and Client Support*

How to 'Eat That Frog'



The ABCDE To Do List

A = Must Do

A-1 ...

A-2 ...

A-3 ...

B = Should Do

B-1 ...

B-2 ...

B-3 ...

C = Nice to Do, But...

C-1 ...

C-2 ...

C-3 ...

D = Delegate

E = Eliminate

* If you have more than one A task activity, then list them as A-1, A-2, A-2 etc.

“Don’t say you don’t have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo Da Vinci, Thomas Jefferson, and Albert Einstein.”

H. Jackson Brown, Jr.

Time Wasters



CLARITY

**“Our Life Is Frittered
Away By Detail.
Simplify, Simplify!”**

Henry David Thoreau

Take Action

“Action Precedes Clarity.”

Peter Sheahan

liveit!

liveit!

liveit!

Thank You

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