

In This Issue

[A Priority Setting Plan](#)

[Learning to lead well is your responsibility](#)

[Three Time Management Tips](#)

[The Difference Between Hard Selling and Networking](#)

Achieving Potential

September 2009

In this month's edition of our monthly newsletter, "Achieving Potential" we highlight leadership and time management tips which can help you in your personal or business life.

We coach individuals and organizations and help them achieve their true potential.

Quick Links

[Visit Our Website](#)

[Workshops](#)

[About Us](#)

[Contact Us](#)

Learning to lead well is your responsibility.

Here are 10 tips to help you do a better job.



1. Pick good role models.

Pick out some great leaders to emulate. Then, when you're faced with a leadership problem, ask yourself how your role models would handle the situation.

2. Find a mentor or two or three.

Mentors are people who provide wisdom and guidance. Mentors are the masters in your personal leadership apprentice program. A good mentor will enjoy helping you sort out your career and leadership challenges. You may have many mentors during your career.

3. Ask how you're doing.

Good feedback is essential to efficient and effective growth. Ask your boss, your peers, and the people who work for you how you're doing. Ask how you might do better.

4. Critique your own performance.

Every time you take a significant leadership action, make sure you also do an after-action critique. Ask yourself what you wanted to accomplish, what you did, and how things came out. Decide what you'll do the same and differently next time.

5. Talk to other leaders.

People who have been bosses for awhile have had to deal with many leadership situations. Talk your problems over with them. Adapt their advice to your situation and your personal style.

A Priority Setting Plan

Manage your time better by dividing tasks into four categories:

1. Direct value. High priorities: making a sale, presenting to your staff, writing a report.

2. Indirect value. What pays off later: learning new skills, setting goals.

3. Necessary nonvalue. Things you must do that have no value for you: filling out

government forms, taking many phone calls.

4. Unnecessary nonvalue. These include things such as writing routine reports that co-workers no longer read.

How to categorize:

* Log your daily activities for at least one week. Review what you did and classify each activity according to the value definitions.

* List the most important internal and external customers who should get most of your attention. Then compare your list and your log.

* Determine how much high-value work you think you're doing for your most important customers.

* Ask those customers to tell you which of your activities they consider to have the highest value for them.

* Use what you learn to plan your days, weeks, and months around the high-value activities those customers have identified.

Source: Larry Hart, Atlanta Business Chronicle, Atlanta, GA 30309.

[Join Our Mailing List!](#)

6. Seek development opportunities.

Development opportunities are assignments where you get to stretch yourself, learn new skills, gain new perspective, and increase your visibility.

7. Take classes.

Classes can give you new ideas or help you develop specific skills. Pick classes that give you solid take-away value. Sometimes you'll find that the take-away value lies in the relationships you establish or build with other class participants.

8. Read books.

There are a lot of good ones out there, but there are a lot more that don't have much to say. Consider reading the history and the biographies of leaders to see how they did things. Read business books for content or because "everybody" is reading it. If you're not getting value from a book, stop reading it.

9. Have a plan.

You don't need a super-detailed, step-by-step, three-binder-filling plan. But, you do need an idea of the direction you want to go and what your development priorities are.

10. Review regularly.

This means review your plan and review your development. I suggest taking a little time every week to review how you're doing and growing. Take a little time at least every month to check your plan and make sure it's still what you need. You are the person who will determine what kind of leader you will become. You are the person who will set direction, gather feedback, and make course corrections.

Source: Wally Bock. Wally has been working with organizations to improve both productivity and morale for more than two decades. Wally is the author of Performance Talk.

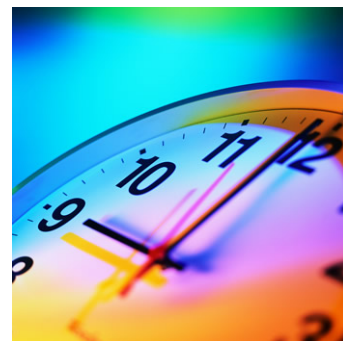
Three Time Management Tips to Help You Get More Things Done Faster

Success in your career has a lot to do with time management. Wouldn't you want to have time to finish that six-page analysis or report? Unfortunately, you don't have all the time in the world to do what you have to do. What then happens is that you overlap your responsibilities with your personal life.

However, by employing time management in the workplace, you'll be able to perform faster, better and just plain get ahead. Here are some time management tips to help you:

1. Don't let email slow you down.

Of course, you need to check your email for important work-related messages. My advice is that you dedicate specific times in the day for that purpose only. That sense of having just enough time to read a batch of messages puts you in work mode and allows you to concentrate on responding to the emails efficiently, as opposed to sporadic email checks which you probably do leisurely and without the same sense of urgency.



2. Make use of your planner.

There is a reason planners (both leather bound and electronic) were created. They help you schedule things and assign tasks on a specific time slot. Planners help you develop better time management in the workplace by keeping you on track. Besides, it can be very fun filling in details in your planner. Having a little fun with planning makes you less vulnerable to slacking off.

3. Know your priorities.

One of the most important tips for time management in the workplace is to know which tasks should be done first. Don't try to do everything at once.

I tried to juggle several tasks once because I assumed multi-tasking would help me complete my work faster. Sadly, that wasn't the case at all. I ended up getting tired quickly and unable to put in as much effort into them. As a result, I had to re-do some of them because I wasn't satisfied with the end product.

Doing things over will cost you; so unless you can settle for mediocrity, I strongly suggest prioritizing your responsibilities. And do it one thing at a time.

Time management in the workplace is an efficient skill to have. Don't worry if you're not the most organized employee in the world or if you're always lagged behind deadlines. It's not too late to change your habits for the better. You still have time to deal with time.

Source: Michael Lee, author of "How To Be An Expert Persuader... In 20 Days or Less."

The Difference Between Hard Selling and Networking

For many people the word "networking" has a negative connotation. This is in part due to the fact that many salesmen abuse networking to push their products or services. So let's take a deeper look into the difference between (hard) selling and networking to solve some of the misunderstandings about networking.

The main difference between selling and networking is that in a sales process the goal of the interaction between two people is the sale of a product or service. When networking, this sale could be the consequence of a contact that is built with respect and care. So it is clear that the sale is not the goal of networking, but a nice and in many cases a logical consequence.

To make it even more clear, I have a small example for you.

Situation: a salesman of fire extinguishers meets the manager of a local affiliate of a bank at a reception of the Chamber of Commerce.

Hard Selling

The salesman does his sales magic to convince the manager to buy fire extinguishers for his office. He is a good salesman and he manages to sell 5 fire extinguishers.

The evening of the salesman is a success.

Networking

The salesman is interested in the manager as a person. Amongst other things he learns that the manager is a passionate sailor and that he is looking for a new boat. The salesman remembers that a friend of his has a boat for sale. He not only passes this on to the manager, but also provides them with each other's contact details the following day. A week later the boat has a new owner.

Four months later the salesman receives a phone call from the manager. The manager asks him to deliver new fire extinguishers for the office and for the facilities of the sailing club where the manager recently became chairman. Moreover the manager proposes to write a letter to all the members of the sailing club with a recommendation for the fire extinguishers of the salesman.

The year of the salesman is a success.

What about you? Are you more of a hard seller than a networker?

Source: Jan Vermeiren is the founder of Networking Coach, author of the network book "Let's Connect!" and well known networking speaker.

Motivational Quotes

"Live out your imagination not your history"

- Stephen R. Covey

"Nothing so conclusively proves a man's ability to lead others as what he does from day to day to lead himself."

- Thomas J. Watson

"Wise are those who learn that the bottom line doesn't always have to be their top priority."

- William A. Ward

For results you can count on, contact Performance Development Strategies, LLC at 914-953-4458 or Email: grant@pdstrategies.com

Make it a GREAT day,

Grant Schneider
Performance Development Strategies, LLC