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SERVANT
LEADERSHIP
COACHING SYSTEM

SERVANT LEADERSHIP FOCUS

A monthly newsletter to promote and stimulate servant leadership ideas & tools into the Viox culture.

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Transformational Stories

I don't know who coined the phrase, "time management." There is really no way to manage time. We each get exactly 24 hours in a day, and time keeps marching on, no matter how we choose to spend it or what we accomplish with our allotted seven days each week.

But even though we can't really manage time, we can manage our environment, our responsibilities, our choices, our opportunities, and ourselves. Time is simply the context in which we act. It is not

something that we can stretch or compress or truly manage.

The Time Management Myth gained such popularity in business schools and beyond because it is built on universally admired virtues such as productivity and efficiency. Who, in his or her personal or business life, doesn't want to be thought of as productive and efficient?

Certainly, productivity and efficiency have merit, and a multitude of approaches to

achieving them have sold truckloads of business books. But when it comes down to making it through each day, productivity and efficiency don't really count for much if you're not living the life you really want.

I propose we stop talking about time management and start promoting self-management. We enhance our satisfaction and enjoyment in life when we put first things first. We need to begin investing our time, energy, and resources in priorities...the things that really matter to us.

Self-Leadership

By
Dr. Peter Drucker

"The important thing is not that you have rank, but that you have responsibility."

The person with the most responsibility for an individual's development is the person him or herself – not the boss. The first priority for one's own development is to *strive for excellence*. Workmanship counts, not just because it makes such a difference in the quality of the job done, but also because it makes such a difference in the person doing the job. Expect the job to provide stimulus only if you work on your own self-renewal, only if you create the excitement, the challenge, the transformation that makes an old job enriching over and over again. The most effective road to self-renewal is to look for *unexpected success* and run with it.

The critical factor for success is accountability – holding *yourself* accountable. Everything else flows from that. The important thing is not that you have rank, but that you have responsibility. To be accountable, you must take the job seriously enough to recognize: *I've got to grow up to the job*. By focusing on accountability, people take a bigger view of themselves.

Quotes on Priorities

"The key is not to prioritize what's on your schedule, but to schedule your priorities."

— Stephen R. Covey

"When the urgent crowds out the important, people urgently accomplish nothing of value."

— Orrin Woodward, *L.I.F.E. Living Intentionally For Excellence*

"Action expresses priorities."

— Mahatma Gandhi





Setting Priorities - Three Mistakes to Avoid

By Leo Babauta

While it's easy to be busy and crank out the tasks on your to-do list, it's a bit more difficult to choose to do the important things -- to live your life by priorities that you set for yourself.

But living a life of smart priorities is one of the best ways to become much more effective, to make the most of your time and reach your goals with less effort. Instead of running around like a chicken with no head, you can walk calmly in the right direction, do less but be more powerful in what you do. Something you should remember, however: priorities are not what you say they are—they're what you actually do. So take a moment to reflect on how you spend your time, what your priorities have been lately, until now. And reflect on whether those are the priorities you want to live. If not, let's look at how to change the situation—as simply as possible.

Three Big Mistakes:

Most people make one of three mistakes when it comes to setting priorities:

1. They don't think about it. People often do their work and live their lives without consciously setting priorities. They're showing their priorities through their actions, but they're not consciously set. As a result, they end up living lives and doing work they don't really want. They fall into a

life they don't want rather than designing the life they want.

2. They make it too complicated. Some people do set priorities, but they do so with complicated systems of numbers and letters. "A1" is given to top priorities, then "A2" to the next level, down to "B1" and "C2" and so forth. The truth is, you can only really have a couple of real priorities at a time. If you think you have many priorities, you aren't being realistic -- you will end up putting a couple of those "priorities" on the backburner -- which means they weren't priorities in the first place.

3. They don't live their priorities. It's one thing to set priorities, it's another to live them. What you actually do, how you live your life, reveals your actual priorities.

Your priorities are what you live, not what you put on paper. Too often people say their priorities are one thing, but their lives show those "priorities" are given very little actual time.

How to Set and Live Priorities

To live a life of conscious priorities,

avoid the above mistakes with three simple solutions:

1. Consciously set priorities. Take time today, or sometime this week, to sit down and figure out what you want your priorities to be -- at work and in life. What's most important to you? What goals are most important? What do you want your life to look like? Who is most important? Reflect on these, then write down your top priorities.

2. Keep them simple and focused. When setting your priorities, choose just 2-3 to really focus on. If you have a longer list, put the others on a "someday" list to focus on later. You can't live more than 2-3 priorities anyway, and if you keep things simple, it'll allow you to truly focus on these priorities.

3. Live your priorities. Keeping things simple and focused makes it so much easier to actually live your priorities. Take time each morning to remind yourself of your priorities, and to put them into your schedule. Block off time each day for your top goals or priorities, so your life will actually reflect the priorities you set.

Live Your Priorities – Best Practice

The first step in prioritizing is to identify the “first things” in your life by prioritizing your projects and tasks. The second, and often the hardest, step is to actually live your priorities.

It doesn't do any good to write 'A1' next to an important project and then spend the rest of the week working on other less important things, or saying that you are going to make exercise a priority but not scheduling any time to exercise. To live your priorities by prioritizing you need two things.

First, you need a system that can help you determine what is the most valuable use of your time throughout the day, helping you face distractions while remaining focused on your most important tasks. The time management best practices work together to establish just such a system.

Just because you've thought about your priorities and prepared a schedule doesn't mean that life will cooperate with your plans. Unexpected things will happen; your plans will require adjustments as opportunities and challenges present themselves during each day.

The key is to recognize when an unexpected event, interruption, or opportunity really is a “first thing” so you can reprioritize around it, and when it is just a distraction that should be ignored or postponed to a more appropriate time.

Pause to Think before You React

An essential step in living your priorities is to pause when you have an unexpected event or interruption and recognize that you are about to decide whether it is a “first thing” or not.

Instead of just reacting to the unexpected based on your immediate needs and pressures, you can pause to make a conscious choice based on a longer-term perspective, taking into account your mission, goals, and guiding principles.

Your power to consciously choose how to react to the unexpected events and circumstances around you lies at the very core of effective time management.

Use Questions to Put You Into the Right Frame of Mind

Questions have the power to instantly refocus our attention to what is most important and valuable. There are several questions you can use to help you find the answers you seek. The right questions to use will often depend on the particular circumstance.

Do the Right Thing

The final step is to have the courage, integrity, and character to do the right thing in spite of the pressure and urgency you feel.





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Coaching reminders:

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Empowering
Thinking

Equipping
Leaders

Transforming
Cultures

...one person
at a time.



"EVERYTHING RISES OR FALLS WITH LEADERSHIP."
CULTIVATING THE VIOX WORK CULTURE