

4-STEPS TO

TIME SHIFTING

Making time for the things that really matter

Program Background

In a recent survey across the industry, from the front line to senior-level leaders, we found that 97% of respondents felt overwhelmed or out of control! Results from a self-assessment tool completed by leaders enrolled in HPL's various leadership development programs scored on average 10.4 out of 20, or "In-effective," on their level of personal organization, control of their time, and ability to focus on top priorities. The number one topic during leadership coaching calls relates to time management and personal organization. Many leaders are at or heading quickly towards burnout.

Leaders and organizations must invest in developing effective skills so that leaders at all levels have the discipline to lead intentionally. In doing so, a positive cycle of high performance attainment, enhanced opportunities, employee engagement, and retention results are achieved.

Many leaders are looking for a "silver bullet" that will give them the secret to being suddenly organized and on top of their game. Unfortunately, it doesn't work this way! Rather, it takes many small individual techniques and robust personal organization processes. Although some leaders implement these techniques, most fail to fully and properly establish the key aspects necessary to make a difference and/or sustain long-term. That is why this program has been designed in short burst concept learning workshops, supported by step-by-step instruction on progressively building the necessary systems and processes and assisting in habit formation over a manageable period. Getting and staying organized and in control is daunting, particularly when you are already overwhelmed!

Program Description

The program is based on 4 essential steps with the following themes: 1) Getting Your \$&!+ Together – Planning and Organizing, 2) The Enforcer – Protector Your Core, 3) Driving Your Bus – Staying in Control, and 4) Breaking Free – Sustaining.

To avoid participant leaders from becoming even more overwhelmed by the program and to progressively build the necessary personal systems, processes, and habits, this program is delivered in seven one-hour concept and application workshops. Each workshop will provide the core concepts supporting the four steps, followed by an overview of the "How to" improve control, effective time management, and how to master their calendar. Participant leaders are responsible for following the "How to" steps between each workshop in order to build and

4-Steps to Time Shifting – Outline

Developing High Performance Leaders

implement their personalized system first to get control and then sustain it. Participant leaders can schedule up to two coaching calls to ask the facilitator clarification questions, discuss barriers and challenges experienced during implementation, and provide motivation or assistance throughout the progressive build process. Upon completing the workshop, leaders will have an effective organizational system with the necessary processes to sustain long-term sustainability. This will provide an enhanced focus on priorities, improved control, effective time management and personal organization.

Program Curriculum

Leaders will be requested to complete a Personal Assessment Tool prior to the first Workshop to establish a personal baseline and help them become self-aware of their current state and where they need to focus most throughout the workshops.

Workshop 1

- One List to Rule Them All – Leaders will organize and consolidate their personal and business to-do lists (tasks) and establish a structured method and process to prioritize and manage their tasks.
- High Performance Productivity—Utilizing the Prioritization Matrix, leaders will gain an understanding of the four quadrants within the model, compare how much time they spend in each quadrant via their Personal Assessment Tool, and discover methods to shift their time from non-productive quadrants or where they will achieve the greatest performance results.
- Primary Outcomes: Task management and planning system established, prioritization methodology, calendar structure.

Workshop 2

- Weekly Planning Routine – Critical requirements for a robust and effective planning routine will be covered, and leaders will use them to develop and implement their own routines. Aspects include reflection, weekly & daily prioritization, calendar set-up, organization, and meeting strategy.
- Primary Outcomes: Weekly/Daily planning routine

Workshop 3

- Conflicting/Changing Priorities – 69% of surveyed leaders struggle with conflicting or changing priorities. The 8 steps to managing priorities will give leaders the tools to manage priorities confidently.
- Rhythms – Leaders will discover their personal and business rhythms, which they will utilize to create a framework to organize and align their key responsibilities with integration with their schedules.
- Primary Outcomes: Personal & business rhythm determination, rhythm and schedule integration.

Workshop 4

- Overcoming Procrastination – A common barrier for many leaders is procrastination. 13 tips for overcoming procrastination will be reviewed to help leaders be more prepared to fight any procrastination tendencies.
- Interruptions to Attention - Leaders will learn how to protect their attention through 3 main categories of managing **Priorities**: methods by which they can better Take Control of their day by managing their energy, reducing interruptions while remaining “available” to their teams, and maintaining **Focus**.
- Primary Outcomes: Protection protocols established.

Workshop 5

- ‘No’ is OK – Leaders will learn an important skill: being comfortable with saying no when necessary but doing so in a constructive way that protects relationships and their reputation.
- Use Not Abused – Staying on top of emails can be overwhelming and often results in leaders spending much personal time “catching up” on them. Leaders will gain techniques to ‘declutter’ their inboxes by leveraging technology versus being a slave to it. They will learn the power of the ‘Essential 5’ email folders and how to use them to get and stay in control of their email while reducing stress, being more responsive, and improving their follow-up.
- Defence is the Best Offence—To be better organized and productive or to go on the performance offensive, leaders need a solid defence strategy. Schedule protection and when to ‘outsource’ tasks will be discussed, and primary tools for effective delegation will be provided.
- Primary Outcomes: ‘Essential 5’ established, inbox 5S, delegation with TOADS.

Workshop 6

- Prioritized Leader Actions (PLA) – A very powerful, but unfortunately often misunderstood, leader tool commonly referred to as Leader Standardized Work (LSW) will be debunked and, in the process, will provide leaders with a method to identify and execute their most critical (Prioritized) responsibilities (Actions) and those that are most important to them. Leaders will be provided with a guideline that they can follow to start at a manageable level while progressively building up their PLA over time. As PLA progressively is built and application increases, sustained PLA will reduce ‘fire fighting’ and shift the leader and their teams to a proactive problem-solving culture.
- Primary Outcomes: PLA establishment and a PLA progressive build plan.

Bonus Workshop 7 (Online self-paced / offered to early registrants)

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- Balance – Definitions of work-life balance will be discussed to assist leaders in better understanding what to expect while providing them with 10 key points to achieving a better balance.
- Vacations – Beneficial tips and methods to use before, during, and after vacation will be provided to reduce stress, provide development opportunities, and make returning to work less overwhelming.
- Habits – A 28-day habit-forming tool will be provided, and leaders will be asked to take on key learning related to the overall program to assist them in developing the necessary habits to sustain their Time-shifting systems, processes, and actions.
- Primary Outcomes: 28-day habit challenge on a key component of the overall program.

Program at a Glance

- Six – 1-hour concept and application workshops
- Online self-paced bonus concept and application workshop
- Two – 30-minute coaching calls (booked by participant)
- Step-by-step ‘How to’ guidelines for each workshop
- Personal planning template
- Prioritized Leader Actions template

Participant Transformation & Benefits

- Spend more time preventing fires rather than fighting them
- Proactive, not reactive
- Quality time for your priorities rather than everyone else’s
- Focused, not interrupted
- Controlled inbox, not your inbox controlling you
- Organized and on top of your game
- A feeling of being in control of yourself
- Time to think and follow up
- Clearer direction for you and your team
- Better alignment between stakeholders
- Calmer, less stress
- Improved life balance

Participant Profile

Current and future leaders who are interested in developing personal discipline through the development of systems, processes, and routines to get and stay organized and lead intentionally. We develop leaders from the manufacturing, healthcare, service, distribution, government, and not-for-profit sectors.

Program Tuition

There are two versions of this workshop available. First is a live version conducted virtually over a number of weeks with separately scheduled live virtual group coaching sessions. The second option is an online version with pre-recorded sessions participants can complete at their own pace, with separate live virtual group coaching sessions.

- 1) Live Virtual Workshops: \$399 CDN + HST per leader
- 2) Self-paced version: \$250 CDN + HST per leader

Program at a Glance

