HIGH PERFORMANCE
Leaders

Developing High Performance Leaders

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 some level of being 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 by far relates to time management and personal organization. Many leaders are at or heading quickly towards burnout.

Leaders and organizations alike 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 retainment results.

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 some of these techniques, most fail to fully and properly establish the key aspects necessary to actually 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 how to progressively build the necessary systems, processes, and assist in habit formation over a manageable period of time. Getting and staying organized and in control is a daunting task, particularly when you are already feeling 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 due to 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 each of the four steps followed by an overview of the "How to" step-by-step necessary to apply and put the concepts to practice. Participant leaders are responsible

to follow the "How to" steps between each workshop in order to build and implement their personalized system to first get control and then sustain it. Between each of the four steps, participant leaders can attend an open group coaching session of 30 minutes duration where they can ask facilitators clarification questions, discuss barriers and challenges experienced during implementation, and provide motivation or assistance throughout the progressive build process. Upon successful completion of the workshop, leaders will have an effective organizational system with the necessary processes to sustain long term that will provide an enhanced focus on priorities, improved control, and 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 to help with self-awareness of their current state and where they need to focus most throughout the workshops for the greatest benefit.

Workshop 1

☐ One List to Rule Them All – Leaders will organize and consolidate their various personal and business to-do lists (tasks) and establish a structured method and process to prioritize and manage all of their tasks.

☐ Q2 – Utilizing Franklin Covey's Time Matrix leaders will gain an understanding of the 4-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 to Q2, 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 necessary to have a robust and effective planning routine will be covered that leaders will use to develop and implement their own routine. 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 better manage priorities with confidence.

☐ 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 to overcoming procrastination will be reviewed to help leaders be more prepared to fight through any procrastination tendencies.

☐ Interruptions to Attention - Leaders will learn how to protect their attention through 3 main categories of managing **Priorities**; methods to 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 of 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 a great deal of personal time "catching up" on them. Leaders will gain techniques to 'declutter' their inbox 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 offence, leaders need a solid defence strategy. Schedule protection, and when to 'outsource' tasks will be discussed with primary tools provided for effective delegation.

☐ 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 which they can follow to start at a manageable level while over time progressively building up their PLA. As PLA progressively is built and application increases, sustained PLA will reduce 'fire fighting' and shift the leader and their teams to a culture of proactive problem-solving.

☐ Primary Outcomes: PLA establishment and a PLA progressive build plan.

V1.3

Bonus Workshop 7 (On-line self-paced / offered to early registrants)
- ☐ 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 prior to, during and after vacation will be provided that reduce stress, provide development opportunities, and make return to work after vacation 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
- ☐ On-line self-paced bonus concept and application workshop
- ☐ Four – 30-minute group coaching calls
- ☐ 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 that are interested in developing personal discipline through the development of systems, processes, and routines to get and stay organized to lead intentionally. Leaders we develop are from manufacturing, healthcare, service, distribution, government and not-for-profit sectors.

Program Tuition
$399 CDN + HST per leader

Program at a Glance

4-STEPS TO
TIME *Shifting*
Making time for the things that really matter

Step	1) Getting Your $&!+ Together	2) Time Enforcer	3) Driving Your Bus	4) Breaking Free
Focus	*Planning & Organizing*	*Protecting Your Core*	*Staying in Control*	*Sustaining*
	Planning System Established	Personal Rhythm Determination	Establish 'Essential 5' email folders	Prioritized Leader Actions (PLA/LSW)
	Prioritization Methodology	Business Rhythm Determination	Inbox 5S	Habit Formation
	Calendar Structure	Rhythm & Schedule Integration	Delegation with TOADS	
Outcomes	Weekly/Daily Routines	Protection Protocols Established		