

A Sample of Chuc's Program

"Get Your Ducks In A Row"

(How To Better Manage Your #1 Priority: Yourself)

This is a discussion document.

Presentation can be 40 minutes to 2 days.

Final Focus and Outcomes to be determined by length of program.

Title can be changed to your specific meeting needs.

DUCK #1 — Be adaptable and willing to change

(Two segments)

There are more changes in business today than at any time before. In this segment you examine:

- Whats going on in today's workplace
- The advent of long distance relationships and virtual teams
- The array of changes in communications
- The need for true self-management

Everyone has strengths and weaknesses. In today's fast-changing business climate, you need self-management skills for today and tomorrow so in this segment, you'll examine:

- Your strengths and possible trouble spots
- What blind spots cost in time, energy, imagination, and money
- How habit traps get in the way
- What changes are you willing to make in yourself and how you work?

DUCK #2 — Know what matters most to you

(One segment)

Each day you place your bets on your time, energy, money, and creativity. In this segment, you'll consider:

- Are you doing what you really want to do?
- Are you getting what you really want?
- Are you thinking about you or hoping someone else will change?
- Why specific plans and priorities are important

DUCK #3 — Know where you're going

(One segment)

To seize opportunities, especially when under pressure, it's important to know what's important to you. In this segment, you'll look at:

- Your deepest priorities
- A method for spelling out priorities so they are clear as a bell
- A way to prioritize quickly, easily, and on the run
- A way to set up plans so you can seize priority opportunities

DUCK #4 — Chunk your dreams into steps

(Three segments)

To accomplish goals in today's fast-paced business environment, it's essential to schedule your priorities. In this segment, you'll learn:

- How to chunk key tasks into days, weeks, months, and years
- How to identify and stay away from trouble spots
- How to anticipate and build margin for what's likely to happen
- How important it is to solicit help (true delegation)

A Sample of Chuc's Program

"Get Your Ducks In A Row"

(How To Better Manage Your #1 Priority: Yourself)

Page 2 of 3

Many of today's last minute changes occur when you're managing on the move. In this segment you'll learn:

- Why it's important to use an organizing tool that serves you
- Suggestions and criteria for the best type of organizing tools
- How to set up and use an organizer (paper and /or electronic)
- How to update, maintain, and groom the system you choose

When handling interruptions and last minute changes, the most pressing need is a clear head. In this segment, you'll learn:

- How to set up a functional work area (on the job and at home)
- How to systemize papers so they can be retrieved when necessary
- How to clear up what you've already got
- How to maintain files so you can find them

DUCK #5 — Understand the power of exceptional teamwork

(Two segments)

No one accomplishes anything great alone. In this segment, you'll learn:

- The importance of teamwork (teammates, associates, vendors, customers)
- The importance of team goals (helping each other succeed)
- The importance of being congruent (company, self, co-workers, teams)
- The importance of having a workable communication and meeting plan

Team conversations often have multiple messages, many of which get misunderstood. By the end of this segment, you'll:

- Be aware of the rudiments of effective team communication
- Recognize style differences and know how to adjust for clarity
- See how to ask questions that give you optimum information
- Learn to keep yourself on track and on message

DUCK #6 — Set up the best communication systems possible

(Three segments)

Since more than half the work day is involved in communicating, it's important to have the best systems and methods possible. In this segment you'll:

- Examine new technologies (voicemail, e-mail, teleconferencing, etc)
- Analyze communication ideas for anticipating needs, your and theirs
- Analyze ways to use group calendars to save time and update schedules
- Learn how to streamline communications with off-site people in other time zones

Meetings are essential for effective teams. To be certain your meetings are helpful and clear, it's vital to:

- Understand the importance of meeting location and setup
- Be aware of effective meeting methods and procedures
- Prepare a simple, workable agenda and overall plan
- Know how to track results and who's doing what

A Sample of Chuc's Program

"Get Your Ducks In A Row"

(How To Better Manage Your #1 Priority: Yourself)

Page 3 of 3

When you're in front of a group, your audience requires attention. In this segment you'll learn:

- How to assess your audience and their needs
- How to deal with attendees who look anxious and upset
- How to apply the principles of meeting "dynamics"
- How to interject humor to help the audience relax

DUCK #7 — Keep track of where you are

(Two segments)

To reach your destination, it's imperative to know where you are at any moment. By the end of this segment, you'll have:

- Set up a plan for the week, month, year
- Set up a program and self-renewal and self motivation
- Developed benchmarks for personal and professional success
- Set up a self-diagnostic system for measuring progress

Complex projects have multiple steps, many of which get overlooked. In this segment you'll learn:

- The basics of effective project management
- How to easily plan and schedule so that all project steps are considered
- What to do with inherited projects and projects that change
- How to track project steps and know when to meet for updates and clarity

ALL DUCKS — Renew and affirm

(Two segments)

When your associates, vendors, and customers are anxious and upset, you need to be at your best - calm, confident, and in control of yourself. In this segment, you'll learn:

- Why it's important to find humor and ways to laugh
- Ways to chunk in some "self" time
- Ways to enhance creativity
- How to renew your energy in body, mind, and spirit

When you're a self-manager, there's no one around to say "Good job!" and to keep your motivation high. In this segment, you'll examine:

- A simple way to reward yourself
- A simple way to say "thanks"
- Why it's important to recognize your successes regularly
- Why it's essential to thank and appreciate your team

© 2004 Chuc Barnes

MINUTES COUNT! LLC
RESOURCE FOR YOUR COMPETITIVE EDGE