

# Do it Yourself 360 - Prework

**Instructions: Ask three people these questions and note highlights from their responses. You can ask colleagues, your direct reports, and/or your leader.**

	Person 1	Person 2	Person 3
When you think of me in a leadership role (at work, as a community volunteer etc.) what three words come to your mind to describe me?			
What is one thing that you notice about me that might be holding me back from being effective?			
What is one way/reason that I make our team and organization a better place?			

# Aligning Time with Priorities Assessment-Prework

Please click below to complete this assessment prior to our session:

## [Aligning Time with Priorities](#)

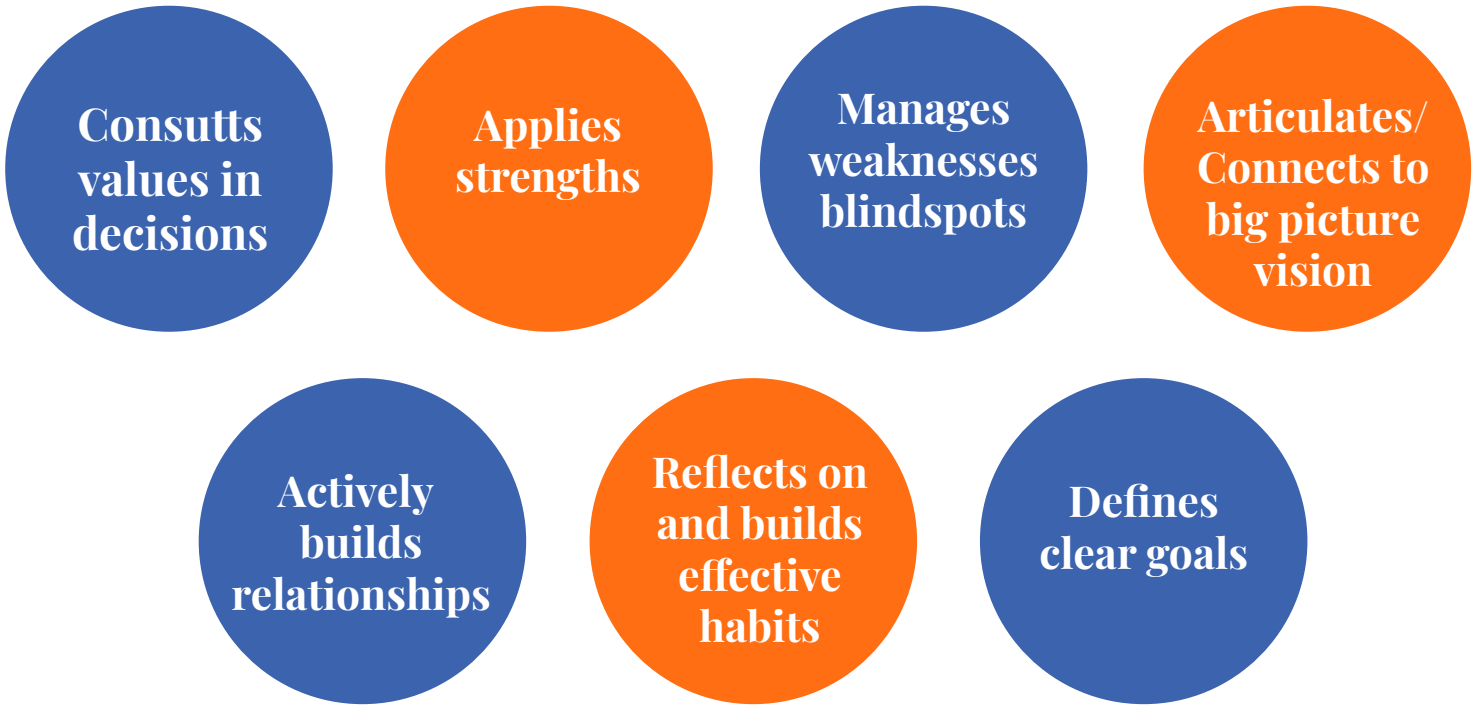
<b>What did you learn about your Time Beliefs?</b>	
<b>What did you learn about your Time Skills?</b>	
<b>What did you learn about the Time Tactics?</b>	

## Foundational Leadership Skills

Our leadership model is designed to equip emerging and mid-level leaders with the foundational leadership skills and tools to lead themselves, their teams, and the organization effectively. At the foundation are 3 essential leadership practices: reflection, listening, and learning. Self Leadership is the foundation that People & Team Leadership Skills and Organization Leadership skills can be built on.



# Behaviours of a Person with a Strong Leadership Identity



Which areas do I have strength in?	
Which areas do I want to develop in?	

# Managing & Leading - Both are Essential Skills

## Managing

Executing a vision in a systematic way through directing people

TASKS/BUSINESS

## Leading

Inspiring others to achieve a vision or shared objective

VISION/PEOPLE

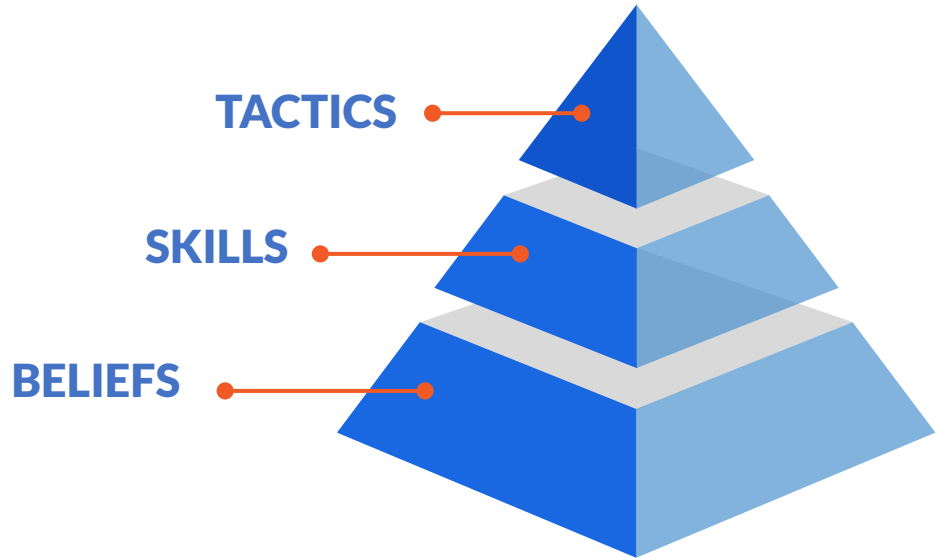
Managing Work	Leading People
Clearly Communicating Expectations	Influence & Inspiring Communication
Planning Skills	Motivating Skills
Measurement (Counting Value)	Setting Vision/Direction (Creating Value)
Tasks	Goals
Systems & Process Oriented (Execution)	Innovative (Ideas)

Notes:

# Aligning Time with Priorities

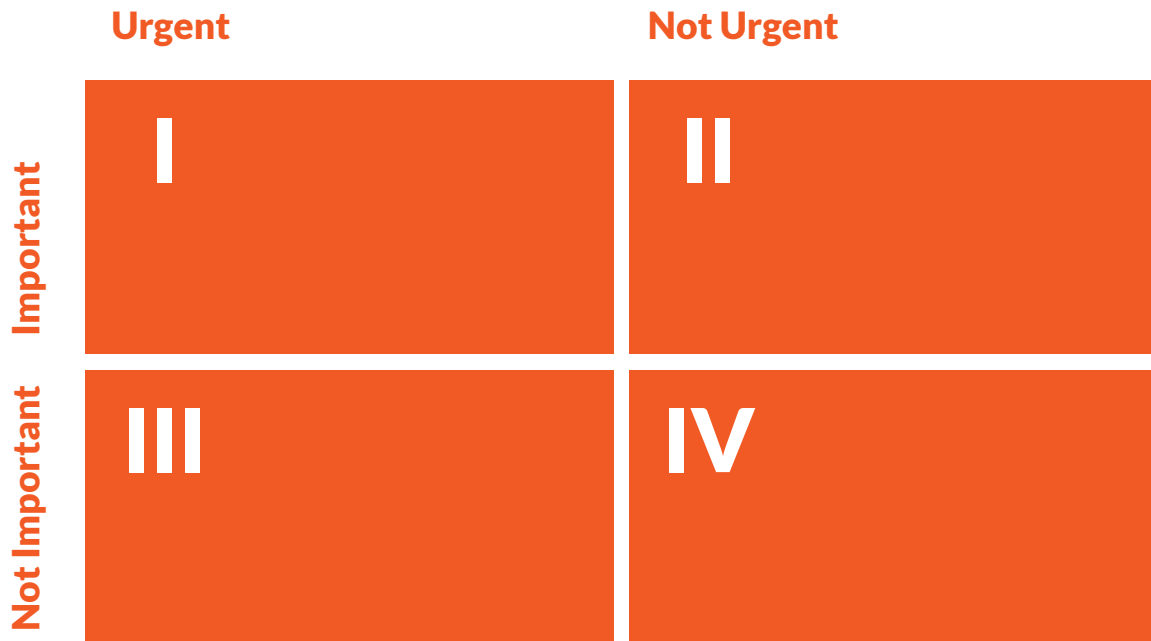
There are 3 elements to consider when you want to align your time with your priorities.

Your **beliefs** drive your actions and your **skills** equip you with the ability to employ effective **tactics**.



<b>Tactics</b>	<ul style="list-style-type: none"> <li>Time blocking tasks, whitespace, &amp; reflection</li> <li>Use of tools to manage distractions</li> <li>Scheduling tools &amp; systems</li> <li>Energy management</li> <li>Setting Boundaries/Saying No</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Delegation</li> <li>Communication</li> <li>Tech-Savviness</li> <li>Ability to Focus</li> <li>Ability to Prioritize</li> <li>Ability to Estimate</li> <li>Self-Awareness of Strengths/Challenges</li> <li>Reflection Habits</li> </ul>
<b>Beliefs</b>	<ul style="list-style-type: none"> <li>Reflection - the value you place on it</li> <li>Agency - your sense of who has ultimate control of your time</li> <li>Monochronic vs. Polychronic</li> </ul>

# Prioritizing Tasks



What is 1 Important & Not Urgent thing you want to prioritize?

What is 1 Not Important & Not Urgent thing you want to let go of?

# Time Tactics Resources

<p><b>Time Blocking</b></p> <p>Time management method that is meant for individuals to organize their workday/week into specific blocks of time. Each block is dedicated to completing a specific task, with the intention for the individual to stay focused on that task exclusively.</p>	<p><b>Articles</b></p> <p><a href="https://blog.rescuetime.com/time-blocking-101/">https://blog.rescuetime.com/time-blocking-101/</a></p> <p><a href="https://www.betterup.com/blog/time-blocking">https://www.betterup.com/blog/time-blocking</a></p>
<p><b>Distraction Management Tools</b></p> <p>Technology and other tools that help mute distractions that come when we are trying to do focused work blocks.</p>	<p><b>Articles</b></p> <p><a href="https://hughculver.com/get-focussed-13-tools-to-eliminate-distractions-today/">https://hughculver.com/get-focussed-13-tools-to-eliminate-distractions-today/</a></p> <p><a href="https://hbr.org/2019/12/10-quick-tips-for-avoiding-distractions-at-work">https://hbr.org/2019/12/10-quick-tips-for-avoiding-distractions-at-work</a></p>
<p><b>Scheduling Tools</b></p> <p>Tools that let you create a scheduling link you can send to people, allowing them to book meetings directly on your calendar.</p>	<p><b>Articles</b></p> <p><a href="https://zapier.com/blog/best-meeting-scheduler-apps/">https://zapier.com/blog/best-meeting-scheduler-apps/</a></p>



# Time Tactics Resources

<p><b>Energy Management</b></p> <p>How we manage our energy to support our productivity. Often includes intangible aspects: the feelings one may experience, the sleep hours that one needs to be fresh, or the productive hours within the day.</p>	<p><b>Youtube/Podcast (Guest is Jim Loehr)</b></p> <p><a href="https://www.youtube.com/watch?v=iRXzfo52kgY">https://www.youtube.com/watch?v=iRXzfo52kgY</a></p> <p><b>Book</b></p> <p>The Power of Full Engagement Jim Loehr and Tony Schwartz</p> <p><b>Articles</b></p> <p><a href="https://hbr.org/2007/10/manage-your-energy-not-your-time">https://hbr.org/2007/10/manage-your-energy-not-your-time</a></p> <p><a href="https://www.betterup.com/blog/manage-your-energy-not-your-time">https://www.betterup.com/blog/manage-your-energy-not-your-time</a></p> <p><a href="https://alifeofproductivity.com/calculate-biological-prime-time/#:~:text=Takeaway%3A%20Your%20%E2%80%9Cbiological%20prime%20time,you%20have%20the%20most%20energy.">https://alifeofproductivity.com/calculate-biological-prime-time/#:~:text=Takeaway%3A%20Your%20%E2%80%9Cbiological%20prime%20time,you%20have%20the%20most%20energy.</a></p>
<p><b>Setting Boundaries / Saying No</b></p> <p>The concept of setting and communicating clearly about your capacity and how you want to spend your time.</p>	<p><b>Articles</b></p> <p><a href="https://www.inc.com/eleanor-beaton/why-you-need-to-quit-managing-your-time-start-managing-your-boundaries.html">https://www.inc.com/eleanor-beaton/why-you-need-to-quit-managing-your-time-start-managing-your-boundaries.html</a></p> <p><a href="https://artists-edge.com/boundaries-time-management-sanity/#:~:text=In%20the%20context%20of%20time,or%20jobs%20in%20your%20life">https://artists-edge.com/boundaries-time-management-sanity/#:~:text=In%20the%20context%20of%20time,or%20jobs%20in%20your%20life</a></p>