

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central text is set against a white background that is partially framed by these blue shapes.

Stop Putting Out the Flame of Effectiveness

Frank Mumford, CFRE

Overview

- ▶ Can you truly manage time?
- ▶ What does being effective mean?
- ▶ How to implement
- ▶ Tips for leading effectively

Exercise 1

- ▶ If you had 5 hours back in your schedule per week, what would you do with it?
- ▶ What if you had 10 hours?
- ▶ What do you feel is the biggest eater of your time?

Can you control or change time?



Can you manage time?



The Busy Manager Paradigm



Exercise 2

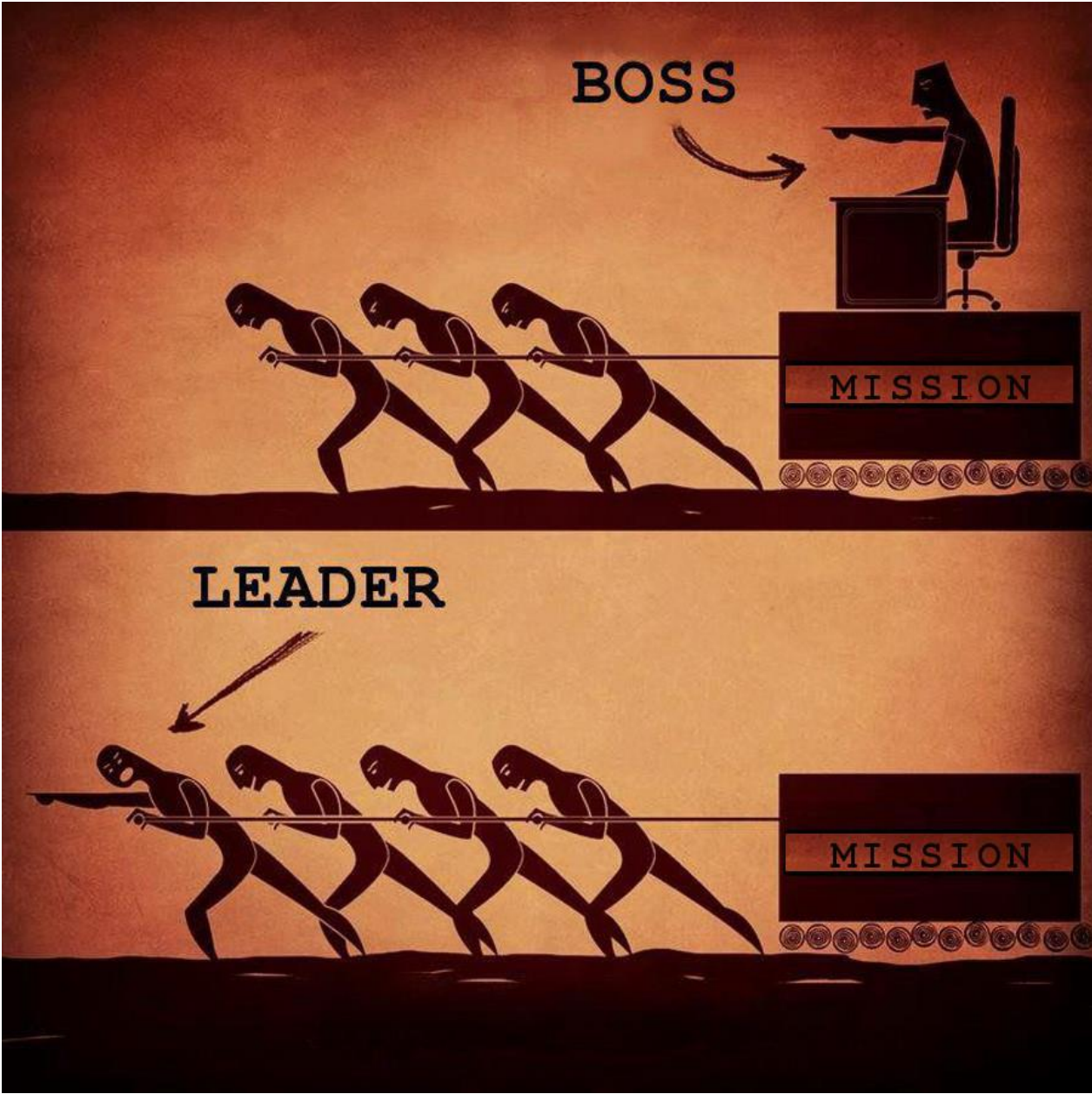
- ▶ What are some avoidance behaviors you do to push off important tasks?
- ▶ When an employee or coworker comes to you with a problem, do you answer it for them, or do you work through it with them?
- ▶ How do you feel you can better focus on the important tasks?

Time Management Tips

- ▶ Do a time study
- ▶ Use the wheel
- ▶ Set boundaries with employees
- ▶ Utilize your calendar
- ▶ Manage up and set expectations

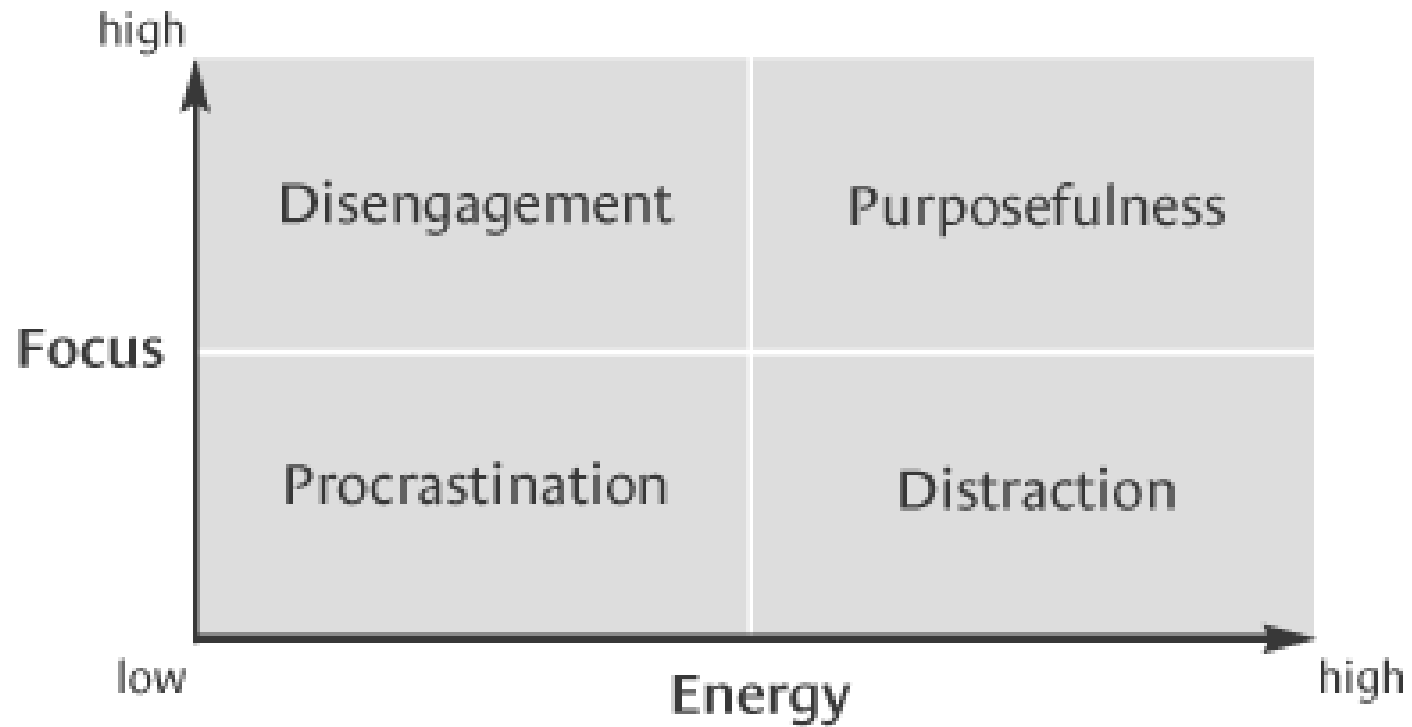
What does Effective leader mean?





Focus and Energy

The Focus–Energy Matrix



The Procrastinators



The Disengaged

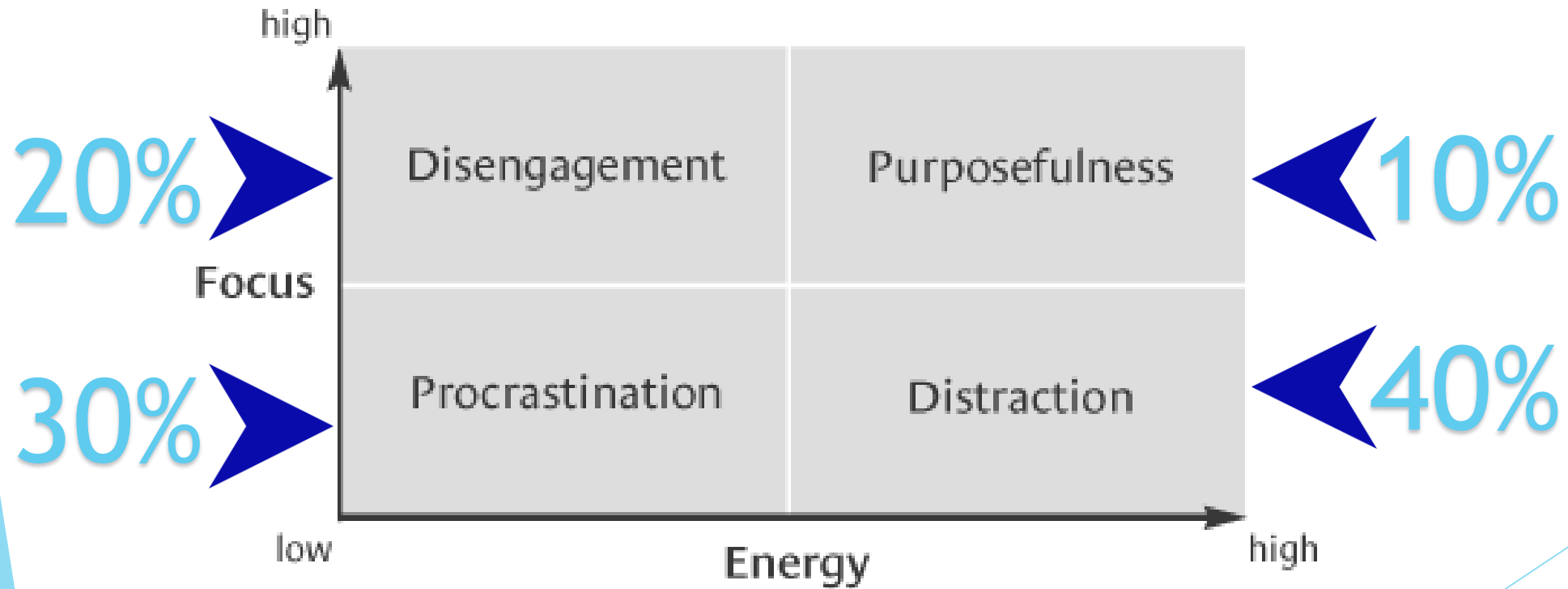


The Distracted



The Purposeful

The Focus–Energy Matrix



What to do?

- ▶ Purpose and Energy
- ▶ Important things
- ▶ Focus
- ▶ Reflection
- ▶ Batch tasks
- ▶ Make it a routine/habit

Tips to help you effectively lead

- ▶ Treat each employee as an individual
- ▶ Actively listen
- ▶ Get to know your employees
- ▶ Don't overcommit
- ▶ Ask for SMART Requests
- ▶ Never stop improving and learning

Being Present

- ▶ Listen and don't anticipate what someone is going to say
- ▶ Don't let your mind drift
- ▶ Practice mindfulness techniques
- ▶ Plan to be present

Mindfulness Exercise

- ▶ Color
- ▶ Box Breathing
- ▶ Affirmations


Habits

- ▶ What habits do you have?
- ▶ What are enablers?
- ▶ Why do people come up with the best ideas in the shower?

Let's Review!

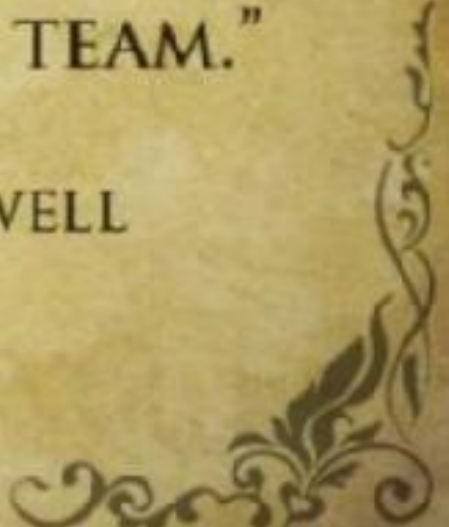
- ▶ Focus your time and energy on the things that matter
- ▶ Manage your calendar and reverse bad habits
- ▶ What would you do with an extra 5-10 hours per week?
- ▶ Don't fall into the busyness trap
- ▶ Be a purposeful leader
- ▶ Listen

**LEADERS WHO DON'T
LISTEN WILL EVENTUALLY
BE SURROUNDED BY
PEOPLE WHO HAVE
NOTHING TO SAY**



“GOOD LEADERSHIP ISN’T
ABOUT ADVANCING
YOURSELF. IT’S ABOUT
ADVANCING YOUR TEAM.”

— JOHN C. MAXWELL



Books for Inspiration

- ▶ “21 Laws of Leadership” -John Maxwell
- ▶ “Four Hour Workweek”-Timothy Ferriss
- ▶ “Getting Things Done” -David Allen
- ▶ “The 7 Habits of Highly Effective People”
-Stephen R. Covey
- ▶ “Lean In” -Sheryl Sandberg

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Thank You!

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