

FOCUS

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- What is most important?
- How to achieve your most important priorities?
- Get better control of your life and work through a value based system.
- “Teach them correct principles and they will govern themselves.”

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- Values
- Short-term goals
- Long-term goals
- Challenge yourself and transform your life.

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- Demands and stresses of today's life are very different from what they were in the recent past.
- Changes in the global economy impact our lives.
- How to make sure what is more important in your life and work?

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- Technology and time management, paper and plan?
- Make technology your servant and not your master.
- We all live with changing needs.
- What are the solutions?

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- Focus on priorities enables you to manage time management effectively and efficiently.
- To do list
- Calendars and appointments
- Planning, prioritising and controlling for effective time management.
- Knowing and doing what is truly important rather than what is urgent.

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- Because we don't know what is really important to us we do everything
- We need to figure out what is really important
- Use of the time matrix.
- Quadrant 2, let importance not urgency drive your life.
- Use the foundational pyramid

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- Values
- When values drive your achievement process you will find fulfillment.
- Then set goals
- Plan weekly
- Plan daily

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- Create an integrated planning system
- Let it be mobile
- Easy to use
- Fit your personal lifestyle.

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There is always more to do then you have time to do so.

Fallacy: Have to complete my list when I get more time.

Read more

Spend more time with family

Go back to school

Travel more

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- We are all equal because we all have the same amount of time.
- Save time? Do this later, nothing gets done!
- Manage time?
- Can't manage time it does not slow down for anyone!
- Time Management is an oxymoron Jumbo shrimp, sweet sorrow

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- Self management within the time we have.
- There is more to do than what is available, make intelligent choices, create balance in life, implement a process.
- You can increase your productivity and get more done when you prioritize.
- Self-Esteem
- Feel in control

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- The control lies with you and within you to do what is most important.
- The time matrix
- The process of how to make it happen
- Setting Goals
- Planning weekly
- Planning daily

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- Important carrying with it consequences—must be done
- Urgent pressing compelling calling for immediate action-feel like they have to be done
- Upper left hand corner/ Urgent/Important
- Answering phone calls, emails, reports that need to be done.

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- Important not urgent
- Planning
- Spending time with family
- Working on a project

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- Urgent and not important
 - Meeting
 - Project work?
 - Quadrant of deception
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- Not urgent not important
 - Excessive TV/Couch potato
 - Surfing the net

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- People who have not FOCUSED on their highest priorities have issues and problems.
- What is urgent and not important is not part of your highest necessities.
- Ask the fundamental question, which is the wall you want to climb?
- What is your right wall?
- The time matrix helps you identify the right wall.

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- Brain storm 2 lists about your quadrants.
- How do you feel in the quadrant and what is the long term impact?
- Quadrant 1.3.4. then 2.
- 1,3,and 4 act on us, 2 we act on it.
- Quadrant 2 feel better less stressed, ambitious and happy, content at peace.
- Where are you going to find the time to spend in quadrant 2 don't spend so much time in the other quadrants.

Focus

- Take away the time you are spending in 1,3 and 4.
- When you are not procrastinating then you have more time in quadrant 2.
- Do things differently.
- How can you organize your processes to spend more time in quadrant 2.

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- The pyramid, structurally sound because it has a large base.
- The base of the productivity pyramid is to identify values.
- Life is a gift.
- Power to choose how we want to live life.
- A unique gift, hardwired into our very capacity.

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- Identify values
- Right them down
- How do you implement values
- Setting goals
- Specific goals and deadlines
- Plan weekly
- Plan daily

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- No focus on what is important, get mired in distractions.
- What is the most important decision in your life, your criteria is your value system, your purpose, your sense of mission what you think is most important to you, what is the deeper question, what do you I want to accomplish.

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- Values
- What is the purpose?
- What are the principles?
- What is the base of all actions?
- This is the key principle to know that you are anchored in values.

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- Value driven goals
- Giving balance in our lives we first have to do it in a perspective, plan weekly
- Plan daily, our actions are better planned out so that we live in quadrant 2 most of the time.
- If behavior is inconsistent with values, then it creates inconsistency which can be problematic and leads to lack of trust or trust deficit.

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- An organization is made up of individuals, and if individuals are not consistent in their behavior, it creates an impression about the organization that does not reflect its values.
- To get an alignment organizationally, we need to be aligned individually as well.
- Values characterize us, our standards, inspiration, and base that makes up our life system.

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- Values:
- Benjamin Franklin 13 values and lived in 13 week cycles, focused on one value a week.
- 12 Basic values
- List your values and identify them.
- Clarify them by additional information so that you put your personal meaning around the value.

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- Team work
- Creative
- Write in the present tense and first person.
- Affirmation statements that give you the confidence that you are where you want to be even though you are aspiring to get there.
- Intention of where you want to go and what you want to be.

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- Mission a culmination of your values.
- Write a sentence or two what your one value is.
- Difficulty in listing your value?
- Writing your values, shows your level in commitment, putting it into words, is it you?
- You know the difference whether it is you or not? Fear of not leaving anything out put in too much?

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- Resist the need to put everything down.
- Create a list and work on them systematically.
- Refinement of values is necessary.
- Why not skip it?
- It's hard, have to do stuff!
- If you have not clarified values living a less purposeful life.
- When is the best time to do this?

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- To do something well, other stuff has to wait.
- Your mission, your calling, your passion.
- Strong beliefs lead to strong values.
- Process your beliefs to get to your values.
- They mirror your life and give you your personal constitution, share them with your immediate family, write them down in the next 48 hours.

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- GOALS:
- All things are created twice, first as a plan and then executed to make it a reality.
- Until people become reflective and wise to find what is the purpose of this meeting, what are the underlying values.
- Values develop immunity, when you agree to a goal, a set of values and get the buy in it

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- Leads to commitment.
- For goal think of your different roles in life:
- For peace if mind balance is necessary,
- Roles: father, mother, daughter ,son
- Student, business person
- Life is about relationships, relationships are about trust, and trust is based on values live according to your values.

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- Goals: Birthday/year
- Today draw a line
- Events since birth, history can't be changed, hardened like cement.
- From here forward, opportunity to let it happen or make it happen.
- A time line for the future to make it real and happen. Keeping it in this perspective is helpful.

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- 10 years ago, what was life like, and then what actually happened?
- Deliberate action
- Any regrets?
- 10 years from today, what will life be like?
- What observations do you have?
- Was it fun?

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- Uncertain?
- Does age define future?
- Does future define age?
- Values driven?
- Work?
- What do you need to do from today to the timeline when they are to be accomplished.
- Clear deadlines are important.

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- What steps are you going to take to achieve your goals and each step has a deadline.
- Write it down
- Give it a deadline
- Commit yourself to your goals.
- I'll plan 2 goals within the next week with all intermediate steps written down.

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- How strong is your commitment?
- Do you have the patience to persevere?
- Do you have the dedication to commit to your vision?
- Time line:
- Specific about what you want to accomplish in life?
- What do you want to do with your life?

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- Are the strength of your relationships a measure of your success?
- Relationship solid, trust, professional.
- What are the roles you play?
- What are the relationships you have?
- Long term impact?
- Roles in your life:
- List 7 roles as you think about it.

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- Role: what are the key relationships that are most affected by those roles?
- Sharpen the saw?
- Take time to sharpen the saw?
- You can't be efficient with people, you need to be effective with people but efficient with things.
- Spend one hour a day a day with your whole being, all four parts of your nature.

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- Body, heart, mind and soul, careful planning so that you are in charge of your life not letting life happen to you.
- What you know is common sense is not so common.
- You are the creative force of your life.
- You are not a product of your circumstances or your condition but a product of your decisions.

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- Identify the 4 areas that impact your body, mind, heart and soul to lead a balanced life.
- Renew yourself, nurture key relationships
- Focus on highest priorities.

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- Plan weekly if you don't it drives crisis mentality.
- Be careful about just planning daily, plan weekly based on your values, then plan daily, listen to your educated conscience to tell you what are the adaptations you need to make to your weekly and daily plan.
- Get out of crisis management by planning weekly.

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- Plan daily in the larger context of your values, and once you get into the habit, you will have fewer crisis and you will begin to live in quadrant 2.
- Ask the question?
- What is the most important role for this week?
- The big rocks?
- Focus for this week?

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- It's not a matter of having more time but taking the time to do the work based on your values, and scheduling time to do it.
- Once you have scheduled things into the week, some become appointments, some are areas of focus, some are commitments.
- Plan weekly, then plan daily.

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- Plan Daily:
- What is already in the weekly plan and define what else will happen today.
- Check today's appointments.
- Commitments
- Make a realistic list of what you can do.
- Feel accomplished when you get things done on the to do list, release endorphins.

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- Record of what you have done with time?
- To do list, survival list?
- Weekly planning/
- Never plan for more than 65% of your available time.
- Best perhaps 50% of your time
- Value and order, ABC 1 2 3.
- How important is it to do today?

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- Everything is not an A.
- Few A's
- Mostly B's
- Sequence them
- When do you do your daily planning, in the evening or first thing in the morning?
- Plan daily for the next 21 days.
- Creating the list is one thing, doing it is another.

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- Power is the ability to act.
- Detours through the day.
- Your plan will bring you back.
- Focus and refocus on what needs to be done.
- Do the most important things first, not the easiest ones, because it is a trap.
- Magic occurs when you create your plan in solitude, have the courage to make it happen during the day and the discipline to do it.

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- Clutter/busy?
- Clean desk not busy?
- Getting the work done!

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- Manage the core 4
- Manage your tasks
- Manage your appointments
- Manage your notes
- Manage your contacts
- Have a mobile component that manages your core 4.
- Personalize your system

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- Whatever tools you use need to be integrated.
- Paper based system:
- Using Outlook
- Using plan plus
- Monthly calendar : put appointments out for the year perhaps one quarter at a time
- Master task list, know what you need to do
- Appointment schedule, tasks and notes for the day.

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- Appointment for training.
- Monthly calendar
- Monthly task list
- Reminder to start working on a project task after 6 months
- Master task list
- Outlook/ categories/ function a category
- Weekly planning best time to do this is on the weekend.

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- Daily planning get into the habit to do it everyday
- Register for a course/training
- Notes from today's voice mail, daily record for events page
- Gift
- Return a phone call tomorrow, task list
- Move to technology/ I phone, laptop, take notes

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- Technology is your servant not your master.
- Use paper notebooks as well, productive, don't get erased or don't crash.
- How are you going to use technology?
- Will it dominate your entire day?
- Avoid technology when you are most creative and use your creative talent to achieve the results you want to achieve .

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- Say yes to what is most important don't let unimportant things drain you.
- What are your values driven goals?
- How do you prioritize your tasks based on their importance?
- Make your list?
- Sequence your A's B's C.
- Daily planning

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- Finish tasks
- Move it
- Delete it
- Frame of reference is your task list
- Notes from the day commitments you make and other's make to you. Important conversations in notes.
- A commitment to be somewhere
- A commitment to do something

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- Planning system write a progress report for yourself.
- A planning system to be effective needs to be
- Integrated/paper
- Technology
- A combination
- Just paper
- Ability to take notes and find them
- For technology use a mobile component
- Use paper as part of the solution.

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- Look at 3 months, the previous month, current month and one month ahead.
- Procrastination how to overcome it.
- Do the most difficult things first.
- Do your daily planning
- Delegate and do what you need to do
- Task list, set goals, steps how to get it done.
- Impacts your day
- Emails manage it
- Messages

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- What works best for you?
- Do the most important things first.
- People will procrastinate for different reasons, break it down and it is no longer a problem.
- Reward yourself.
- Delegating is an option as long as you can differentiate between delegating and dumping.

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- Interruptions:
- Let people know when you don't want to be interrupted.
- Plan your day.
- Clarify expectations
- Delegate
- Say no.

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- When someone is coming into your space you don't know why they are there?
- Necessary/belong to you
- Necessary/untimely
- Not necessary
- Ask a service question, how can I help you or be of service to you?
- Reschedule it don't put people off.

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- Be honest
- All incoming information needs to be filtered.
- The first time to handle it, make a decision,
- What kind of decision you need to make?
- To file it?
- To act on it?
- Delete it?

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- Act on it
- Reply now or later
- Rescheduled it
- Delegate it/ make someone else accountable for it.
- Put in a follow-up the right person to do it when is the response expected.
- Filtering what comes in

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- Does your task list represent your highest priorities.
- Do you feel good about your plan?
- Raises your confidence level
- You become proactive.
- A successful life is determined by careful daily planning.