



Session: 2 of 9

Date: November 16, 2023

Time: 9am to 5pm

Location: Heartland Career Center

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Your path to success...starts here

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CAREER CENTER

Today's Lunch Sponsor

Today's Agenda



- Session Overview
- Lead From Where You Are
- Lunch
- Tour
- Productivity & Time Management
- Strategic Doing Workshop

A vertical yellow locker with horizontal vents near the top and a silver metal lock mechanism near the bottom.

Housing Keeping Items

- Restrooms
- WiFi Password:
Hearthland
- Refreshments
- Vending Machines
- Smoking Policy



Team Building



Lead from Where You Are

**Dr. Susan Sciame-
Giesecke,**

***Indiana University vice
president for regional campuses
and online education***

LEAD FROM WHERE YOU ARE

Dr. Susan Sciame-Giesecke
Vice President for Regional Campuses and Online Education
Indiana University



INDIANA UNIVERSITY
KOKOMO



Lead From Where You Are

- I see each person as a Leader
- I need each person to lead

“Lead from where you are”



Maya Angelou

I have learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.





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KOKOMO

Three Leadership Values

- Culture Matters
- People Matter
- Vision Matters



What does it mean to lead from where you are?
It means being courageous

“The more often that you choose
courage, the more likely you'll succeed.”
~ Mel Robbins



You can lead by shaping discourse

- Leaders initiate and guide important conversations around issues that impact others
- Good talk is unlikely to happen if we do not expect it, invite it into being, and provide inclusive space for the conversation to occur
- Leaders recognize that speech is symbolic action – they can create change through what they say
- Leaders know that the goal of communication is to reach understanding – not necessarily agreement



Leaders generate and direct energy

- Power is “energy not control” Astin and Leland, *Women of Influence, Women of Vision*
- Leaders are proactive not reactive
- Leaders see a need for change and then begin to work with others to direct energy toward that change effort. They are a catalyst for collective action



Leaders hold their organization in trust

- Leaders care about their organization
- They own the purpose of the organization
- They understand their own purpose and how it relates to the organization



Leaders do the right thing

- Leaders maintain a shift in perspective from “doing things right” to “doing the right thing”
- Leaders see the bigger picture
- They work for the betterment of the larger community



Leaders build toward agreement

- Leadership is the subtle process of mutual influence, it is not a single person, position, or action
- It is the fusing of thoughts, feelings, and actions of the whole community to produce a collaborative effort
- When you are leading you open rather than occupy space-respecting others and understanding how connected and resourceful we all are



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Lead from Where You Are

"Do not follow where the path may lead. Go instead where there is no path and leave a trail."

Ralph Waldo Emerson



Lead from Where You Are

- "The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders and continually develops them."

-John Maxwell



Productivity & Time Management Skills for Today's Leaders

Anthony Juliano,
*Point Six Four Consulting
and Training, LLC*

PRODUCTIVITY AND TIME MANAGEMENT

FOR TODAY'S LEADERS



PRESENTED BY ANTHONY JULIANO



WHY DO YOU
WANT TO BE
MORE
PRODUCTIVE?

BEING A STANDOUT LEADER TAKES **TIME**

- TIME TO BE AVAILABLE FOR UNEXPECTED PRIORITIES
- TIME TO UNDERSTAND AND ADAPT TO DIFFERENT PERSPECTIVES
- TIME TO MENTOR AND GUIDE YOUR TEAM
- TIME TO COMMUNICATE CLEARLY
- TIME TO LISTEN



NON-FUNCTIONAL DEMONSTRATION PASSENGER MASK ASSEMBLY

AVOX Systems

AVOX P/N 289-1002

OUR AGENDA

- BAD AND GOOD NEWS: A FEW CRITICAL PRINCIPLES
- YOUR PRODUCTIVITY FRAMEWORK
- PROCESSING INPUTS AND MAXIMIZING FOCUS
- WRAP UP AND Q & A

AND YES, YOU'LL HAVE THESE SLIDES

BAD AND

GOOD NEWS

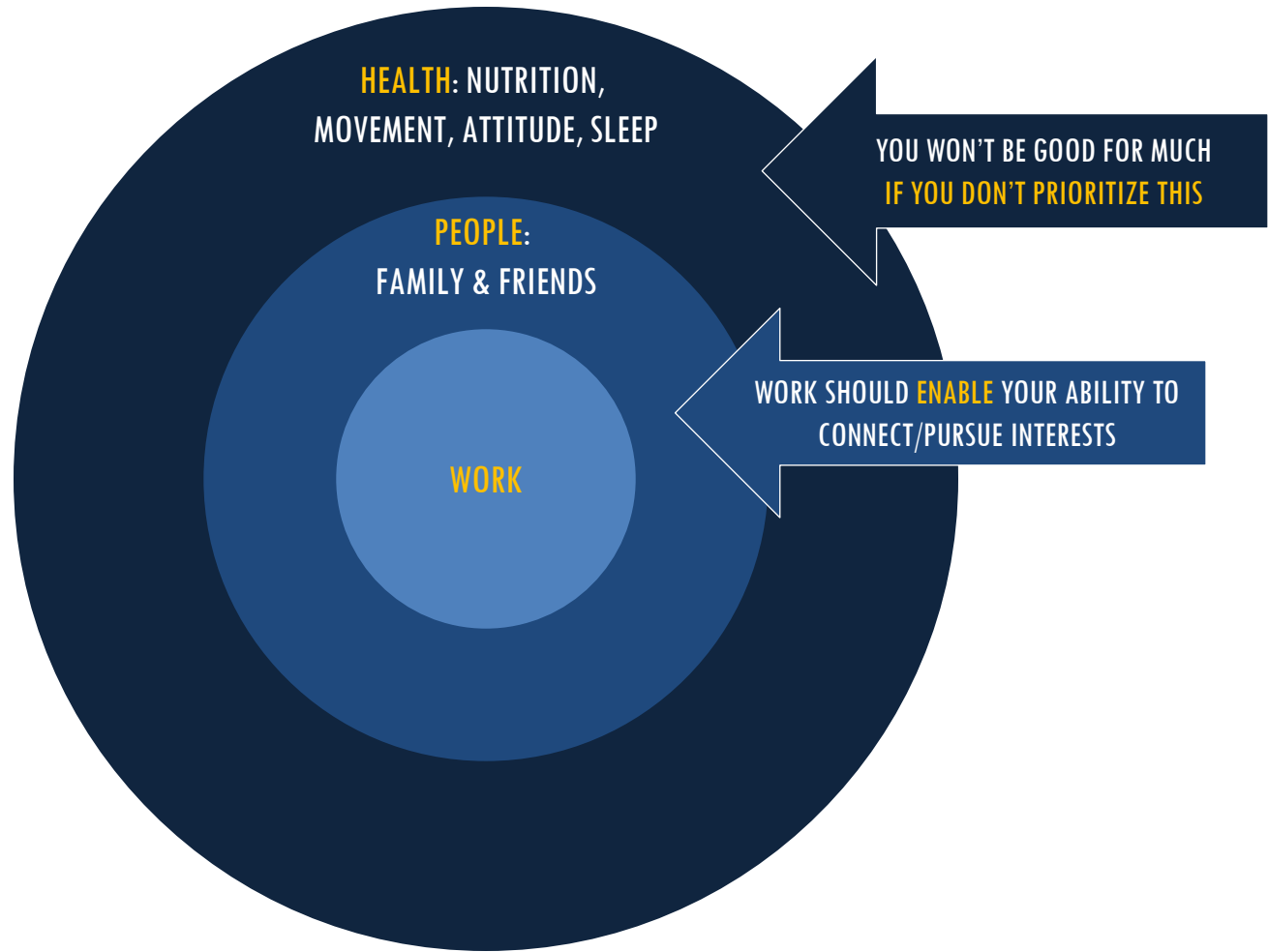
YOU'LL NEVER HAVE
MORE TIME THAN
ANYONE ELSE

YOU CAN
DIFFERENTIATE
YOURSELF BASED ON
HOW YOU SPEND
YOURS

YOU WILL NEVER
HAVE ENOUGH TIME
FOR **EVERYTHING**

YOU CAN
HAVE **AMPLE TIME**
FOR YOUR PRIORITIES
IF YOU KNOW WHAT
THEY ARE

IT ALL STARTS
WITH **PRIORITIES**



A black and white photograph of Roy Disney, a man with a mustache, wearing a light-colored button-down shirt. He is looking slightly to the left of the camera. The background is a studio filled with shelves of sketches and a large, dark, funnel-shaped lamp on the right.

“IT’S NOT HARD TO **MAKE DECISIONS** WHEN YOU KNOW WHAT YOUR VALUES ARE.”

ROY DISNEY

**YOU'RE GOING TO
HAVE TO SAY NO
MORE OFTEN**

**YOU CAN
AND SHOULD**

SPEND



5 HRS.



DUNBAR'S NUMBER



3 QUESTIONS

ABOUT
ANYTHING
THAT
DEMANDS
YOUR TIME:

- IS IT MANDATORY?
- DOES IT MOVE ME TOWARD MY GOALS?
- IS IT OTHERWISE FULFILLING (BUT NOT TOO INDULGENT)?

IF THE ANSWER IS NO, SAY NO

LIFE ISN'T
GOING TO
SLOW DOWN

YOU
CAN AND
SHOULD

YOU CAN ONLY DO
ONE SUBSTANTIVE
THING AT A TIME

YOU'LL GET
MORE DONE IN THE
LONG RUN

A man with a mustache, wearing a brown jacket, is sitting in a white chair outdoors at night. He is looking to the right. The background is dark with some foliage. The text is overlaid on the bottom half of the image.

**NEVER HALF ASS TWO THINGS.
WHOLE ASS ONE THING.**



IF YOU RELY ON
YOUR MEMORY,
YOU'LL FAIL

YOU
DON'T
HAVE TO

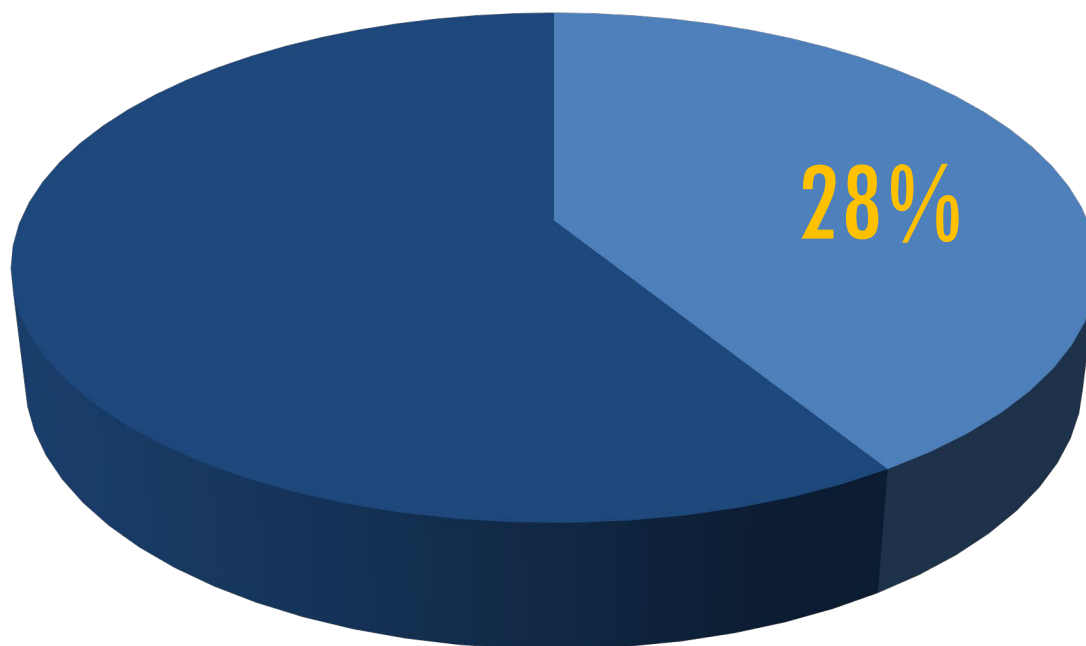


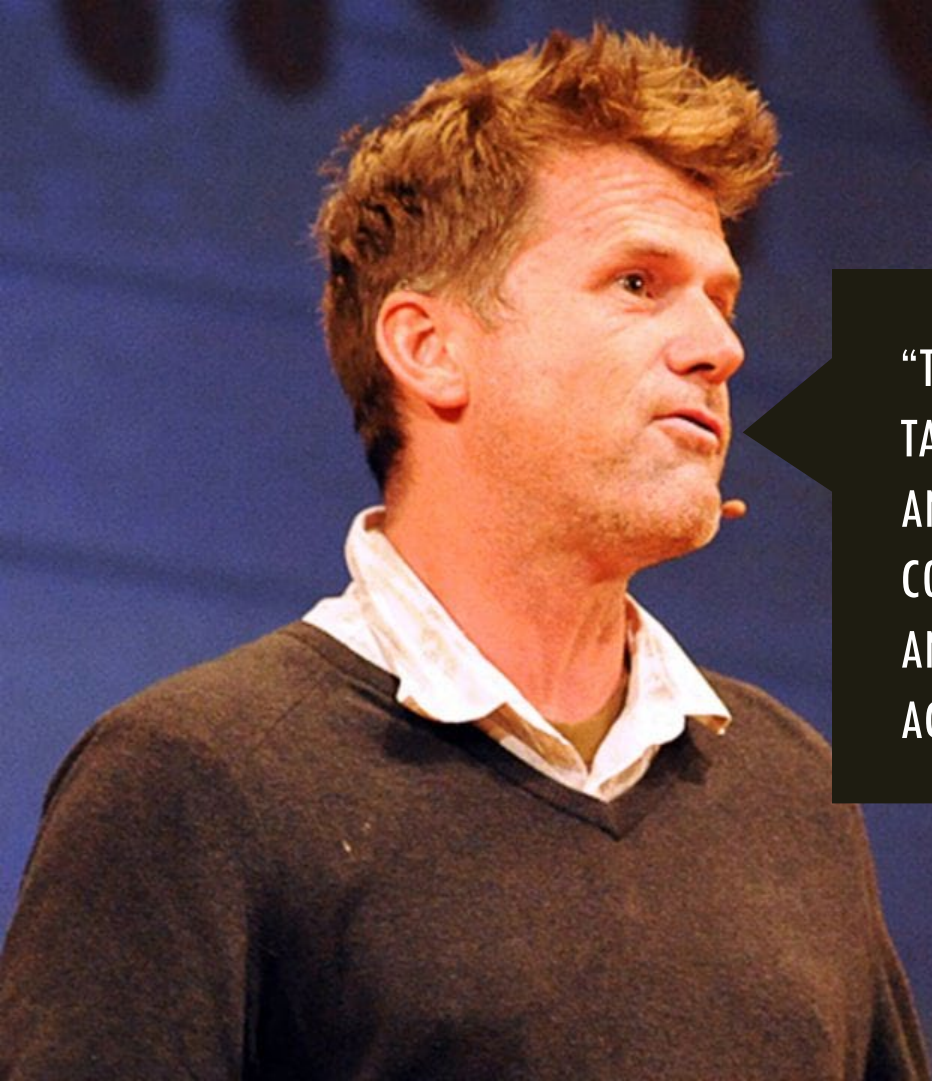
**“YOUR HEAD IS FOR
HAVING IDEAS, NOT
HOLDING THEM”**

DAVID ALLEN

WHAT WE'RE
DOING NOW
DOESN'T WORK

EMAIL





“THE PROBLEM OF EMAIL OVERLOAD IS TAKING A TOLL ON ALL OUR TIME, PRODUCTIVITY, AND SANITY, MAINLY BECAUSE MOST OF US LACK A COHESIVE SYSTEM FOR PROCESSING OUR MESSAGES AND CONVERTING THEM INTO APPROPRIATE ACTIONS AS QUICKLY AS POSSIBLE.”

MERLIN MANN



U. S.
MAIL

APPROVED BY THE
POSTMASTER GENERAL

WHAT WE'RE
DOING NOW
DOESN'T WORK

THERE'S A
BETTER WAY

IT'S AN **ONGOING**
PROCESS

IT'S VERY MUCH
WORTH THE EFFORT

**YOUR PRODUCTIVITY
FRAMEWORK**

1-2X/YEAR:
AUDIT YOUR VALUES AND GOALS

VALUES:
WHAT'S
IMPORTANT
TO YOU?

- **SPIRITUAL/PHILOSOPHICAL**
- **HEALTH**
- **RELATIONSHIPS**
- **PROFESSIONAL**
- **FULFILLMENT/PERSONAL**

EXAMPLES OF VALUES

- HEALTH AS A PRIORITY
- LEADING BY EXAMPLE:
TOLERANCE, ACHIEVEMENT,
HONESTY, HUMILITY
- MENTORING: SHARE
EVERYTHING YOU KNOW
- PRODUCTIVITY: USE TIME WELL
- FINANCIAL STABILITY/ THRIFT
- TIME OUTSIDE, PEOPLE >
SCREENS

A close-up photograph of a person's hands writing on a document. The person is wearing a light blue button-down shirt. They are holding a black and silver pen in their right hand, writing on a white sheet of paper. Their left hand is resting on the paper. The background is blurred, showing other people in a similar setting. A dark blue rectangular box is overlaid on the right side of the image, containing the text "WHAT ARE YOUR VALUES?".

WHAT ARE
YOUR
VALUES?

GOALS: HOW
WILL YOU
MANIFEST
THOSE
VALUES?

USE
S.M.A.R.T.
GOALS

S.M.A.R.T. GOALS

- SPECIFIC
- MEASURABLE
- ATTAINABLE
- RELEVANT
- TIME-BOUND

DO THIS _____ AS MEASURED BY _____ BY _____.

EXAMPLES OF S.M.A.R.T. GOALS

- LOSE 20 POUNDS BY MAR 31, 2023;
- SPEND 1 HOUR OR MORE WITH AT LEAST 3 OF MY TOP 10 PEOPLE EVERY WEEK IN 2023
- HELP MY COMPANY ACQUIRE 1 NEW CLIENT WITH A \$1M ANNUAL BUDGET BY DEC 31, 2023
- SPEND AT LEAST 1 HR. OUTSIDE EVERY WEEK DEC 2022 — MAR 2023

WHAT ARE
YOUR
GOALS?



1-2X/YEAR:
AUDIT YOUR VALUES AND GOALS

1X/MONTH:
MEASURE PROGRESS TOWARD GOALS, IDENTIFY KEY
PROJECTS, AND CHECK ALIGNMENT WITH VALUES

1X/WEEK:
EVALUATE SHORT-TERM PROGRESS ON PROJECTS
(ALIGNED WITH GOALS) AND PLAN FOR THE NEXT WEEK

1X/DAY:
GRATITUDE/CELEBRATE SUCCESSES, LEARN FROM
MISTAKES/MISSES, AND PLAN FOR THE NEXT DAY

**SCHEDULE ON
YOUR
CALENDAR!**



PROCESSING **INPUTS** AND

MAXIMIZING **FOCUS**

AN INPUT:
ANYTHING THAT
REQUESTS YOUR
ATTENTION



IT STARTS
WITH **THE**
RIGHT
TOOLS

- **INBOXES FOR INPUTS**



WHAT ARE
ALL **THE WAYS**...

PEOPLE CAN
COMMUNICATE
WITH **YOU**?

MY LIST: 18+ POINTS OF CONTACT

- FACE TO FACE
- DESK PHONE AT WORK
- CELL PHONE CALLS
- OUTLOOK
- GMAIL
- TEXT
- WHATSAPP
- SLACK
- LINKEDIN MENTION
- LINKED IN DIRECT MESSAGE
- TWITTER MENTION
- TWITTER DIRECT MESSAGE
- INSTAGRAM MENTION
- INSTAGRAM DIRECT MESSAGE
- POSTAL MAIL AT WORK
- POSTAL MAIL AT HOME
- VIDEOCONFERENCE: TEAMS
- VIDEOCONFERENCE: ANOTHER TOOL
- AND I PROBABLY MISSED SOME



WHAT CAN YOU
ELIMINATE...

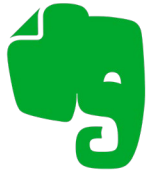
OR
COMBINE?

IT STARTS
WITH **THE**
RIGHT
TOOLS

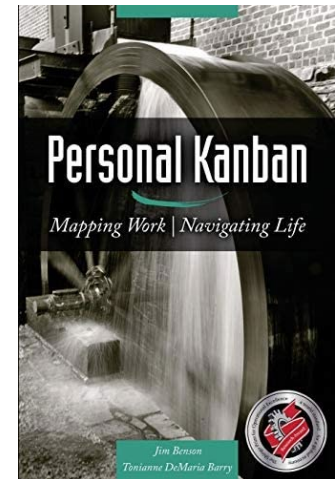
- INBOXES FOR INPUTS
- TO-DO LIST
- CALENDAR—NOT JUST FOR MEETINGS AND APPOINTMENTS!
- CONTACTS
- NOTES

3 TOOLS I USE EVERYDAY

ASIDE FROM INBOXES



Evernote



TODAY

WAITING

THIS WEEK

DONE

LATER

THERE ARE
ONLY **FIVE**
POTENTIAL
ACTIONS...

FOR EVERY INPUT

WHAT'S THE NEXT STEP?

- DELETE
- DOCUMENT
- DELEGATE

$\{X > 0, Y > 0\}$
 $\{X_{gcd} Y = x_{gcd} y \wedge x > 0 \wedge y > 0\}$
 $\{X_{gcd} Y = x \wedge X_{gcd} Y = y\}$
 $fib_0 = 0 \quad fib_1 = 1 \quad fib_{(n+2)} = fib_{(n+1)} + fib_n$
 $fib(X_{gcd} Y) = (fib X)_{gcd} (fib Y)$
 $fib(a+b)_{gcd} fib a$
 $fib(a+b) = (a-1) \cdot fib a + fib_{a+1}$
 $\{FIBONACCI\}$

“ONLY DO WHAT ONLY YOU CAN DO.”

EDSGER DIJKSTRA

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WHY LEADERS DON'T DELEGATE

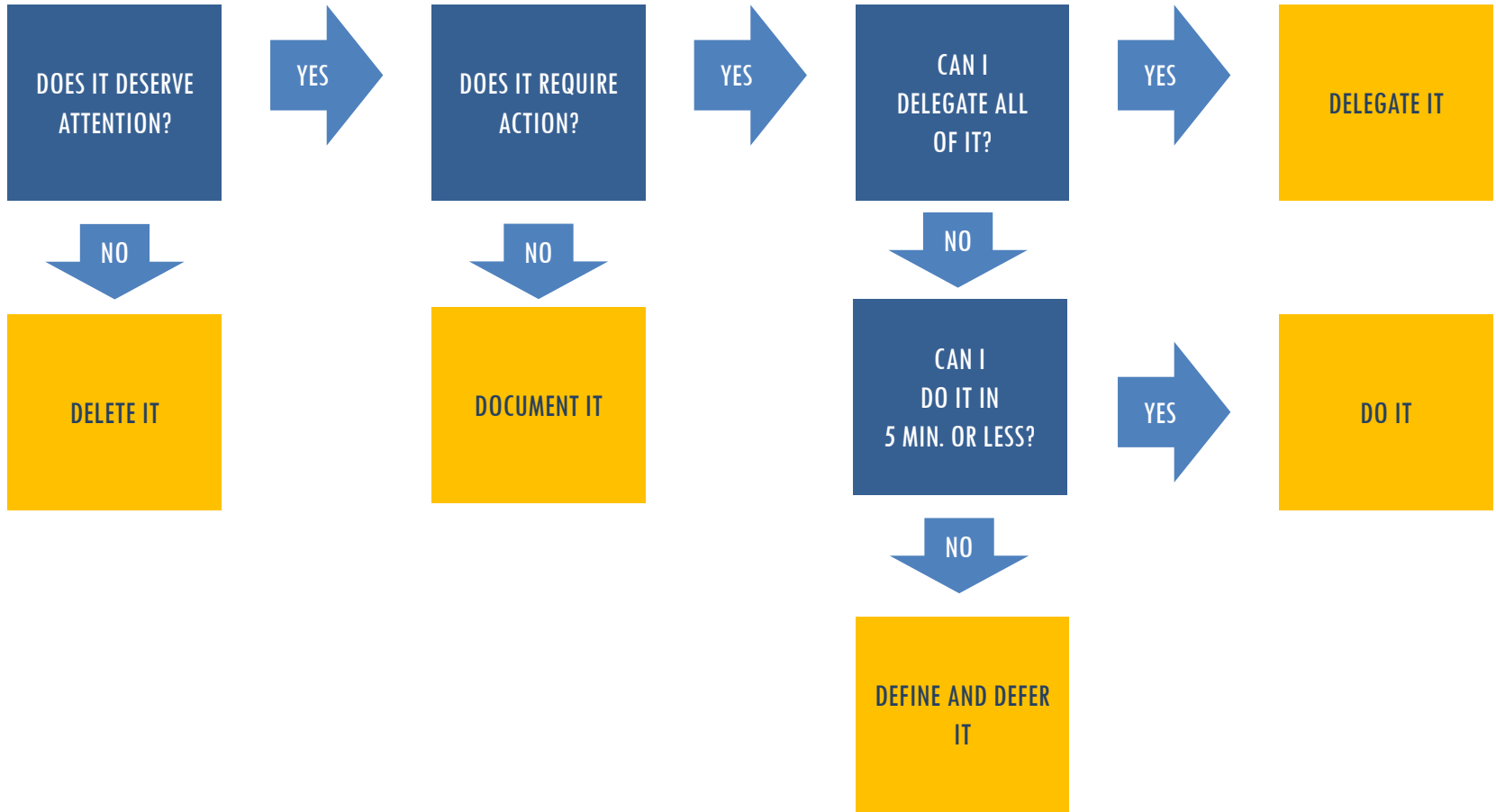
- “IT WILL TAKE LESS TIME IF I DO IT”
- “I WILL DO IT BETTER IF I DO IT MYSELF”
- “I DON'T WANT TO SEEM LIKE I'M 'ABOVE' THIS WORK”

**WHY LEADERS
SHOULD
DELEGATE
MORE
OFTEN**

- WE NEED TO CONSIDER CUMULATIVE TIME
- WORK DONE BY OTHERS WILL LIKELY JUST BE DONE DIFFERENTLY, NOT WORSE
- IT'S IMPORTANT TO FOCUS ON YOUR SPECIFIC AREA OF RESPONSIBILITY
- IT'S CRITICAL TO RESERVE TIME FOR THE UNANTICIPATED

WHAT'S THE NEXT STEP?

- DELETE
- DOCUMENT
- DELEGATE
- DO (IF IT TAKES 5 MIN OR LESS)
- DEFINE AND DEFER





Courter, Jake

to me ▾

Jul 31, 2020, 12:01 PM ☆ ↩ Reply ⋮

I am looking to put together a Time Management class for those in leadership here at MedPro; personal time management and team time management. Is that something you can do? If so, let's talk. If not, do you have recommendations within your network?

Thanks,

Jake Courter

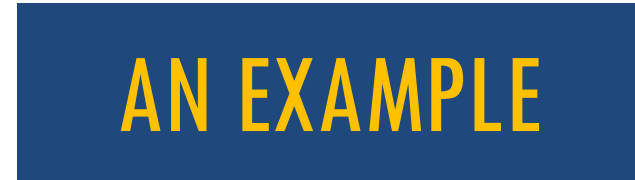
MedPro Group

5814 Reed Road

Fort Wayne, IN 46835

Direct: 260.486.0818

Cell: 260.444.7657



Anthony Juliano

Fri, Jul 31, 12:13 PM ☆

It's one of my favorite topics. Do you have time for a call next week? Just let me know what days and times work best for you. Thanks for thinki...



Courter, Jake

Fri, Jul 31, 12:15 PM ☆

Awesome. I am available: · Monday 2:00 – 4:00 · Tuesday 1:00 – 3:30 · Friday fully open Desk: 260.486.0818 – Cell: 260.444.7657 From: Anth...

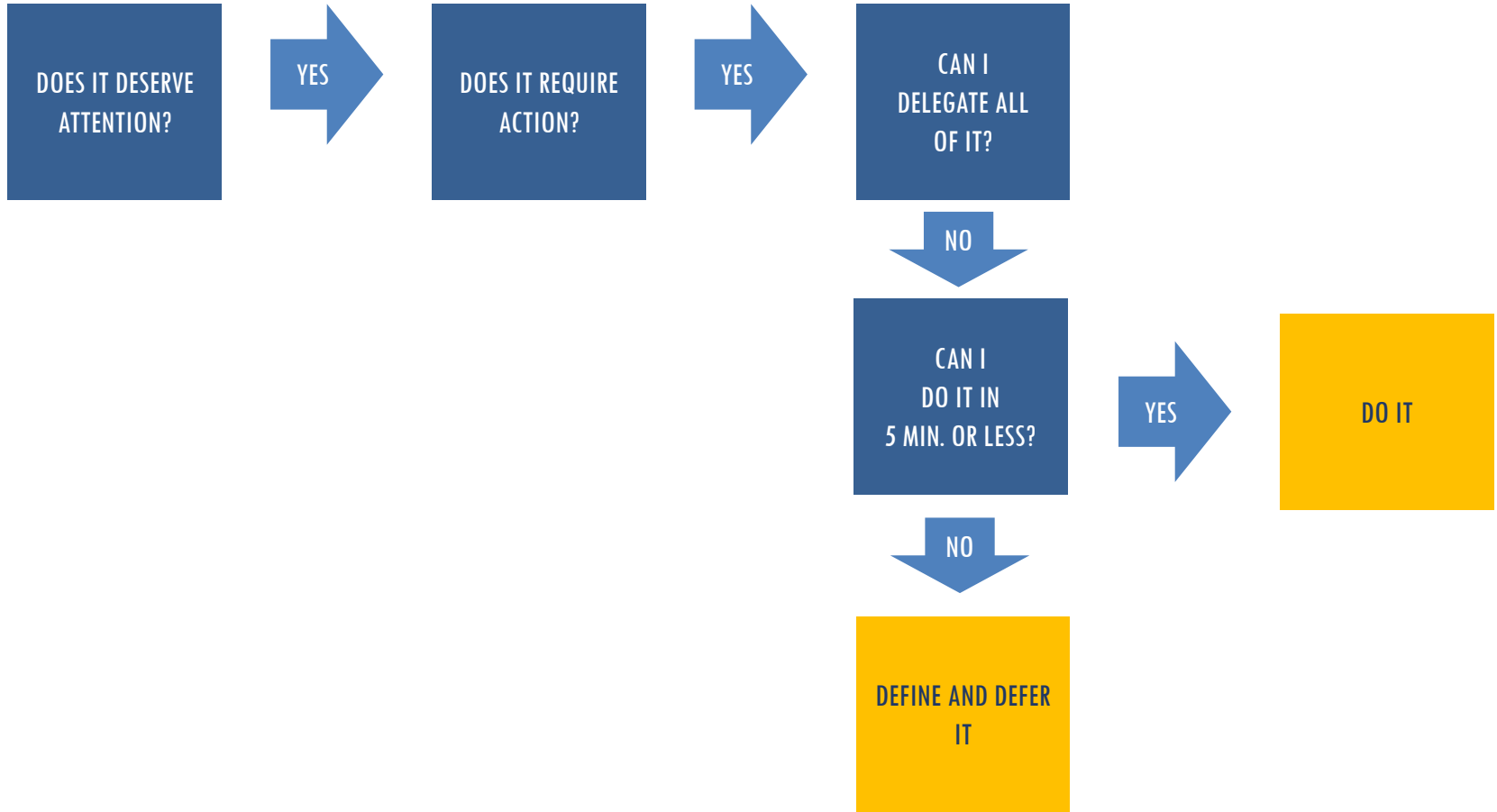


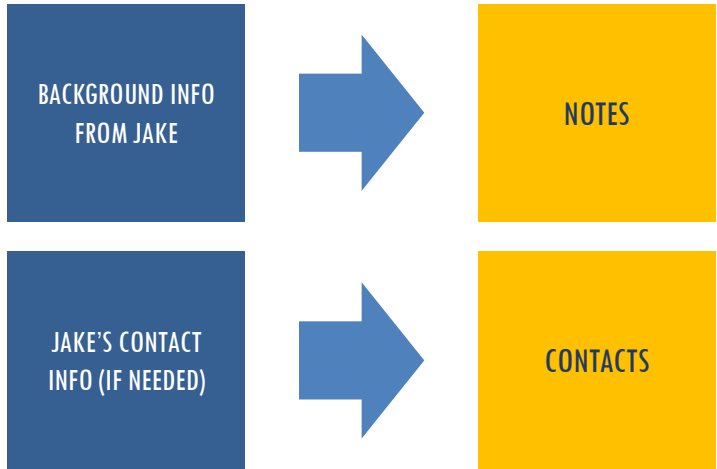
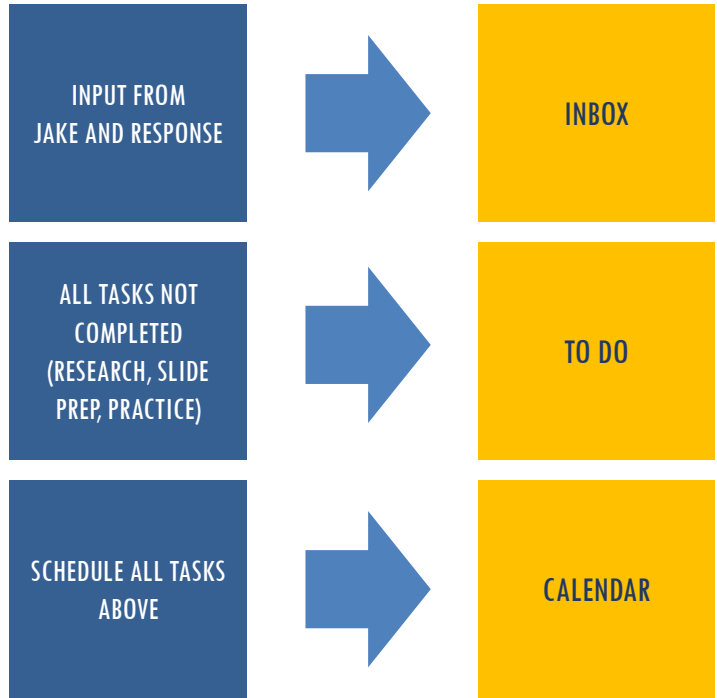
Anthony Juliano <ajjuliano@gmail.com>

to Jake ▾

Jul 31, 2020, 1:40 PM ☆ ↩ Reply ⋮

I'll call you Monday at 2:30 at 260.444.7657 unless you prefer otherwise. Have a great weekend!





TO MAKE THIS
WORK...


**YOU NEED TO PLAY
DEFENSE**

DEEP WORK

RULES FOR FOCUSED SUCCESS
IN A DISTRACTED WORLD

CAL NEWPORT
AUTHOR OF SO GOOD THEY CAN'T IGNORE YOU



A photograph of Cal Newport, a man with glasses and a blue and white checkered shirt, speaking on a stage. He is gesturing with his hands while holding a microphone. The background is dark, and the lighting is focused on him.

“TO PRODUCE AT YOUR PEAK LEVEL YOU NEED TO WORK FOR EXTENDED PERIODS WITH FULL CONCENTRATION ON A SINGLE TASK FREE FROM DISTRACTION. PUT ANOTHER WAY, THE TYPE OF WORK THAT OPTIMIZES YOUR PERFORMANCE IS DEEP WORK.”

CAL NEWPORT

**SOMETIMES
INEFFICIENCIES ARE
CAUSED BY
OTHERS...**

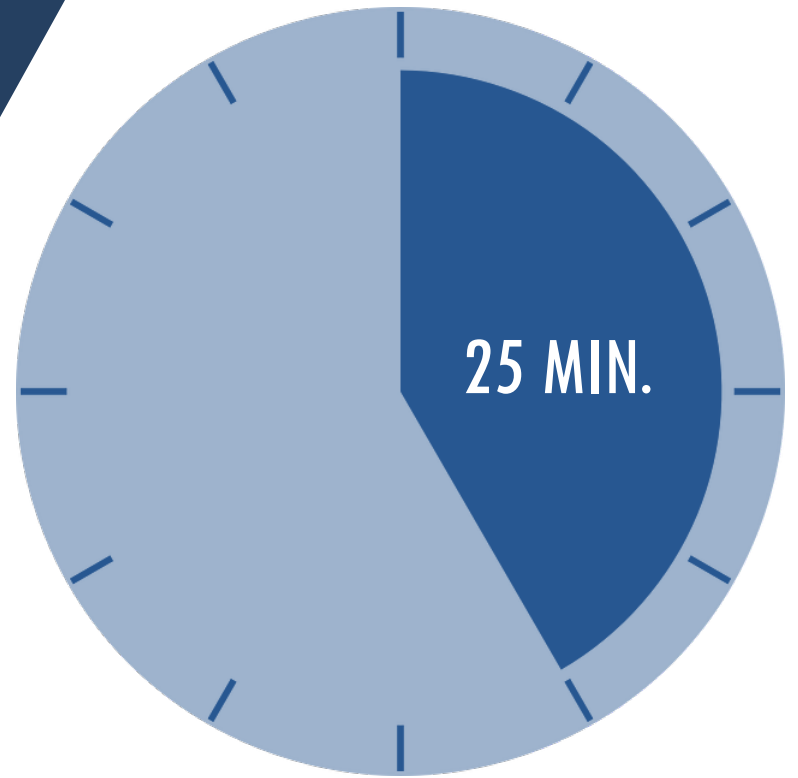


**“INTERRUPTION IS THE
ENEMY OF
PRODUCTIVITY.”**

JASON FRIED

HOW LONG DOES
IT TAKE TO GET
BACK ON TASK
AFTER AN
INTERRUPTION?

SOURCE: "THE COST OF INTERRUPTED WORK:
MORE SPEED AND STRESS"



THE
ANTIDOTE...

TEAM
AGREEMENTS

EXAMPLE AGREEMENTS

- FOCUSED TIME
- STOCKPILING QUESTIONS
- NO-MEETING DAYS
- HOW DO YOU HANDLE TRUE EMERGENCIES?
- MEETING PROTOCOLS

WHAT DO YOU
GET **WHEN YOU**
DON'T HAVE
AGREEMENTS?

DISAGREEMENTS

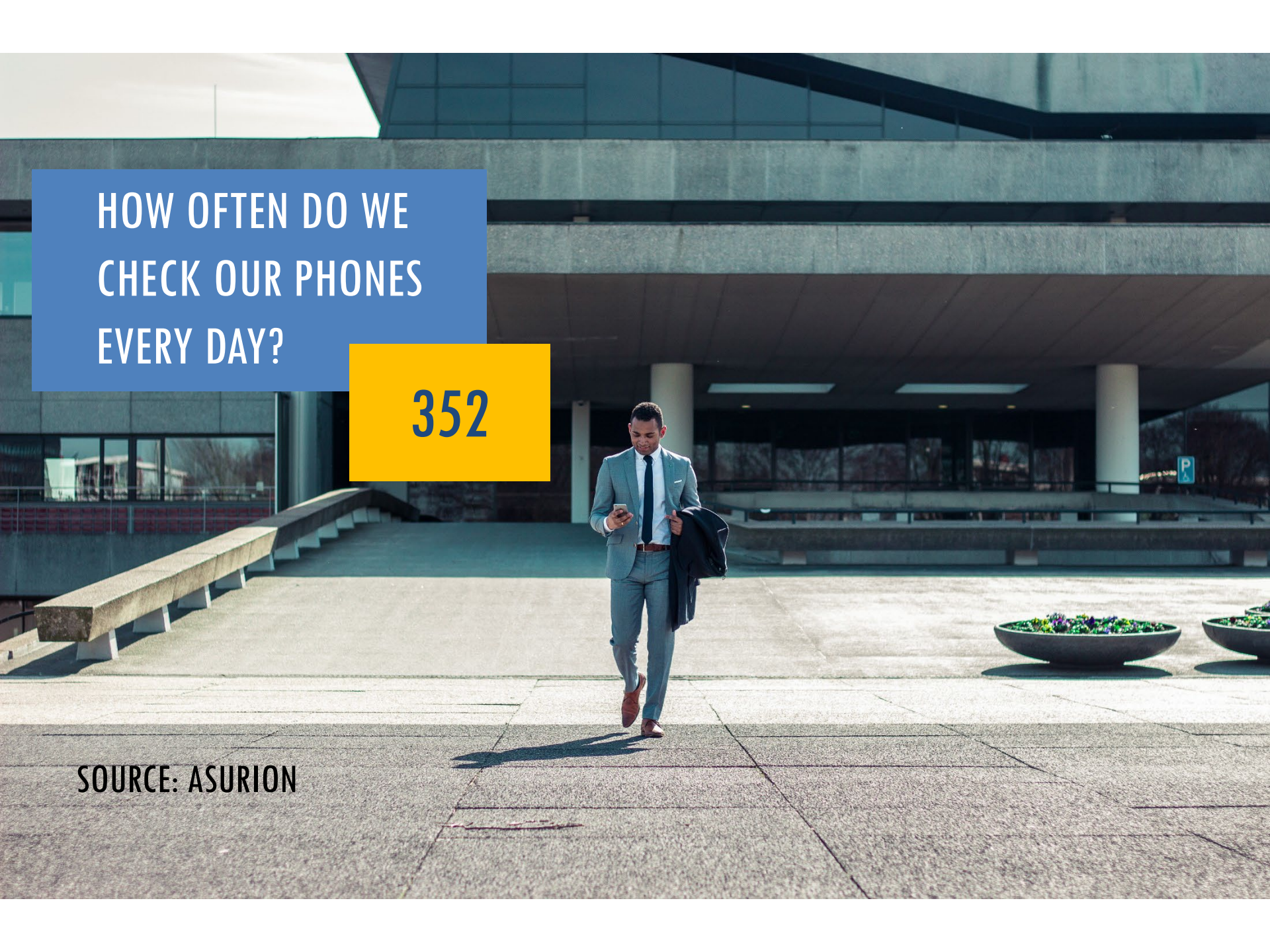
SOMETIMES
INEFFICIENCIES
ARE CAUSED
BY OTHERS...

BUT SOMETIMES,
WE'RE OUR
OWN WORST
ENEMY

HOW OFTEN DO WE
CHECK OUR PHONES
EVERY DAY?

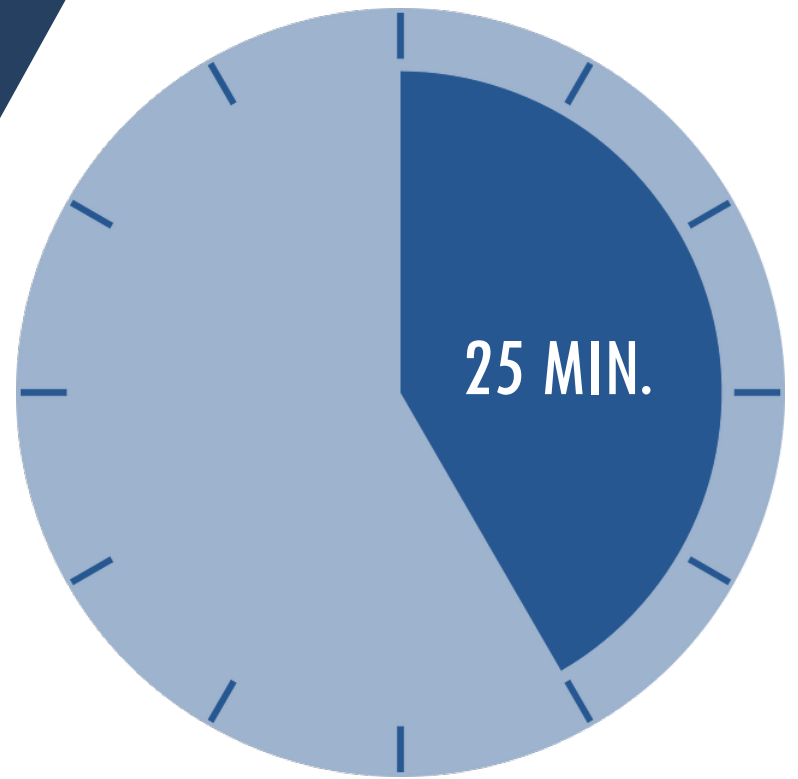
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SOURCE: ASURION



HOW LONG DOES IT TAKE TO GET **BACK ON TASK** AFTER AN INTERRUPTION?

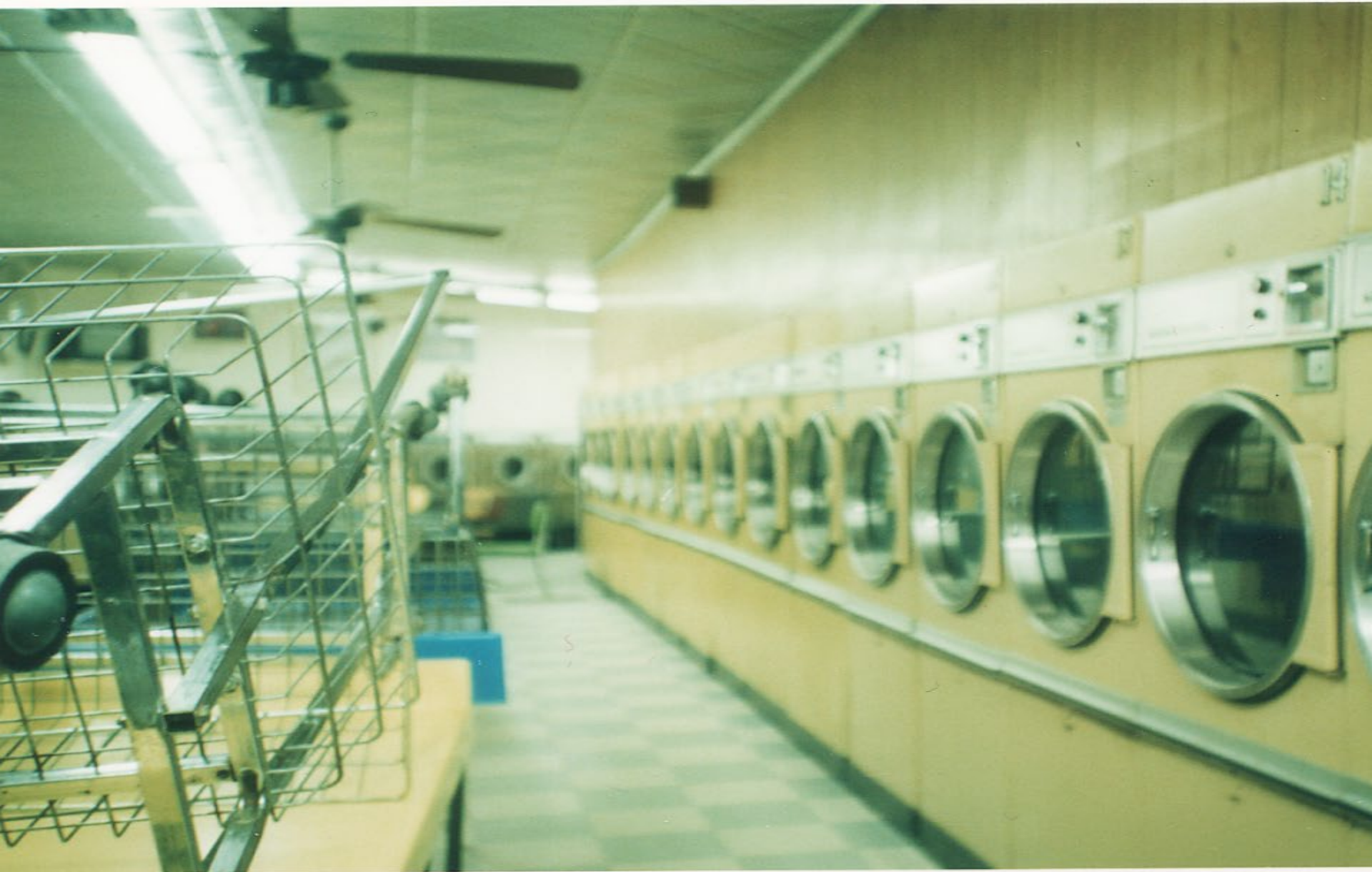
SOURCE: "THE COST OF INTERRUPTED WORK:
MORE SPEED AND STRESS"



WHENEVER

POSSIBLE...

**BATCH PROCESS
INPUTS**



WHENEVER

POSSIBLE...

**TURN OFF
ALMOST ALL
NOTIFICATIONS**

 **HOME INSPECTION**
For Buyers Checklist

FOUNDATION

- No Cracks (Basis of walls & ceilings)
- Foundation appears straight

ROOF

- No evidence of excess roofing cement
- Gutters free from decay and rust

INTERIOR

- Light switches, panels & outlets OK
- Walls, ceilings, and floors OK
- Doors in good condition and latch OK
- Windows in good condition and latch OK
- Stairs, steps, and railings - good condition
- Toilets and sinks work properly
- No leaks around tub/showers
- Paint in good condition on all surfaces
- All heating sources operational
- No strange smell or noise
- No sign of mice or other rodents
- All appliances in good condition
- No evidence of past leaks or mold
- Water flow on all taps is OK
- Bathroom & kitchen tiles OK
- Fireplace & chimney are functional

PLUMBING

- No evidence of signs of leaks
- No evidence of water damage


ELECTRICAL

- No signs of electrical wiring
- All lights are functional


ATTIC

- No signs of signs of leaks
- No evidence of water damage
- No signs of mold/mildew

**USE CHECKLISTS
AND PROMPTS,
NOT MEMORY**

 gym checklist

File Edit View Note Window Tools Help

 ajjuliano's notebook

Last edited on Mar 3, 2021

gym checklist

- lock
- towel
- belt
- arm band
- ear buds
- pants
- shirt
- toiletries
- shoes
- socks
- underwear

EXAMPLE PROMPTS

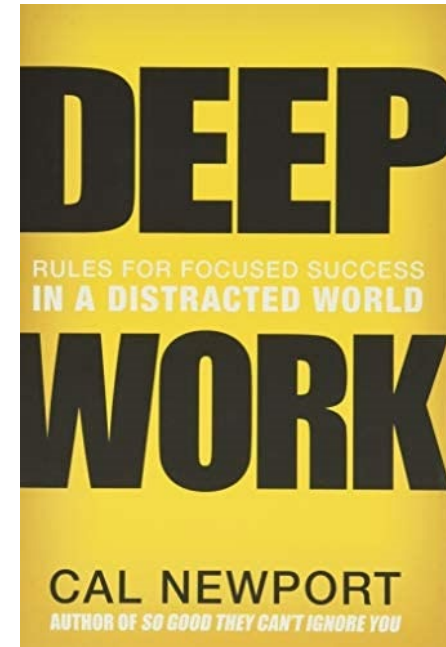
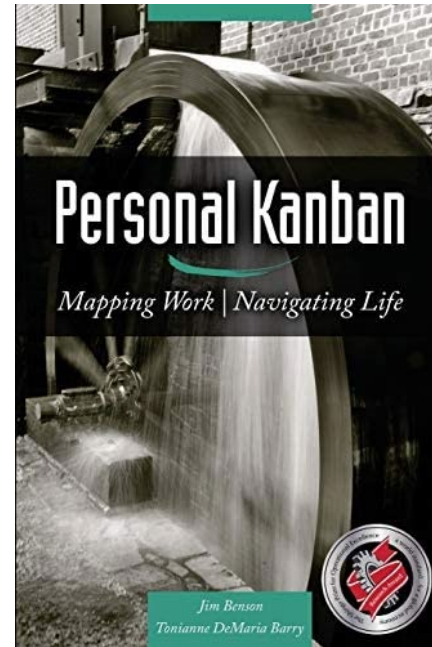
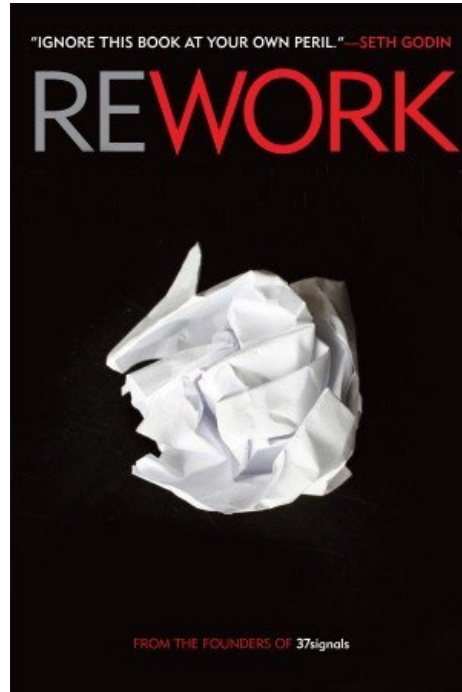
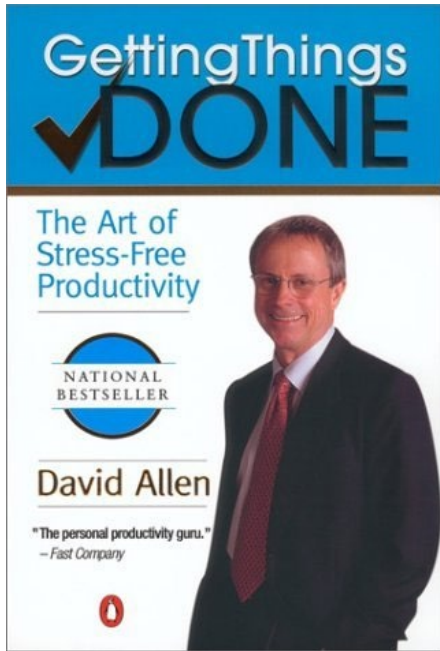
- YOUR CALENDAR AND OTHER TECH PROMPTS
 - “BOOMERANG” EMAILS
 - NOTES TO SELF
 - ALARMS
- LOW-TECH PROMPTS
 - TRIP OVER YOUR LUNCH, OR
 - PUT YOUR KEYS IN THE FRIDGE

WRAP UP

AND Q & A

NEXT STEPS

- IDENTIFY WHAT TOOLS YOU NEED
- IDENTIFY YOUR VALUES AND GOALS
- FULL CAPTURE—**ALL** THE PROJECTS AND TASKS YOU'VE COMMITTED TO
- SCHEDULE ON THE CALENDAR—OR ADD TO THE TO DO LIST FOR LATER
- PLAN YOUR WEEK—EVERY WEEK
- PLAN YOUR DAY—EVERY DAY
- TALK TO YOUR TEAM
- KEEP LEARNING!



"This is a whole new ball game. Highly recommended."
—DR. STEWART D. FRIEDMAN,
director of the Work/Life Integration Project, The Wharton School

The 4-Hour Workweek



THE #1 NEW
YORK TIMES
BESTSELLER AND
INTERNATIONAL
PHENOMENON

ESCAPE 9-5, LIVE ANYWHERE,
AND JOIN THE NEW RICH

EXPANDED AND UPDATED

TIMOTHY FERRISS

NEW YORK TIMES BESTSELLER

Digital Minimalism

*Choosing a
Focused Life in
a Noisy World*

CAL NEWPORT

Bestselling author of *Deep Work*

IT'S AN **ONGOING**
PROCESS

IT'S VERY MUCH
WORTH THE EFFORT

**IDENTIFY 3 THINGS
YOU'D LIKE TO
IMPROVE...**

**AND 3
ACTION ITEMS:
REMEMBER
S.M.A.R.T. GOALS**

**THANK
YOU!**



ANTHONY JULIANO

ANTHONYJULIANO.COM

AJJULIANO@GMAIL.COM

260-615-3426



ANTHONY JULIANO

ANTHONY IS AN EXPERIENCED TRAINER AND MARKETING AND STRATEGY CONSULTANT. HE HAS PRESENTED AT INTERNATIONAL CONFERENCES AND PROVIDES TRAINING FOR A WIDE VARIETY OF INDIVIDUALS AND BUSINESSES. ANTHONY HOSTS A PODCAST, WRITES A MONTHLY COLUMN FOR A REGIONAL BUSINESS JOURNAL AND CONTRIBUTES TO A VARIETY OF PUBLICATIONS AND BLOGS. ANTHONY APPROACHES HIS WORK WITH ONE SIMPLE GOAL: TO HELP OTHERS UNDERSTAND OUR CHANGING COMMUNICATION ENVIRONMENT AND TELL THEIR STORIES SO THEY CAN REACH THEIR GOALS.

ANTHONYJULIANO.COM | AJJULIANO@GMAIL.COM | 260-615-3426

Your path to success...starts here

HEARTLAND
HEARTLAND

CAREER CENTER

Today's Lunch Sponsor

A portrait of Melissa Ford-Kalbfell, a woman with long blonde hair, smiling. She is wearing a black and white patterned blazer over a black top and a necklace with a circular pendant. The background is a wall with horizontal wooden slats.

***Strategic Doing
Workshop Leader***
Melissa Ford- Kalbfell

Community Foundation of Wabash
County Development Associate

LDWC graduate 2020 & serves on
committee

Graduated from Indiana University
Bloomington degree nonprofit
management and an MPA

Boards of the Wabash County YMCA,
Waypoint Wabash County, and Young
Professionals of Wabash County

Director of Wabash Valley Dance Theater

Co-owner of Alley Cat Outfitters



What is Strategic Doing?

A strategy developed by Purdue University to help a **new group rapidly build collaborations and leverage them to move forward with measurable outcomes.**

All attendees are expected to come with assets they are will willing to share (physical, skill, social, capital).

Each person will actively participate and self-select action items to do prior to the next meeting.

Strategic Doing™ Do More Together

Choosing Civility

1 Pay attention.
2 Acknowledge others.
3 Think the best.
4 Listen.
5 Be inclusive.

The 25 Rules of Considerate Conduct

- Speak kindly.
- Don't speak ill.
- Accept and give praise.
- Respect even a subtle "no."
- Respect others' opinions.
- Mind your body.
- Be agreeable.
- Keep it down (and redresser silence).
- Respect other people's time.
- Respect other people's space.
- Apologize earnestly.
- Assert yourself.
- Avoid personal attacks.
- Care for your group.
- Be a considerate listener.
- Think twice before speaking.
- Retrain from interrupting.
- Accept and give praise.
- Respect the group's time.
- Don't shift responsibility.

F.M. Fisher, *Choosing Civility: The 25 Rules of Considerate Conduct* (2003).

What does it mean to be a Strategic Doing doer?
 • We believe we have a responsibility to build a prosperous, sustainable future.
 • No individual, organization or place can build that future alone.
 • Open, honest, focused and caring collaboration among diverse participants shared outcomes.
 • We believe in doing, not just talking – and in behavior in alignment with our values.

PURDUE CENTER FOR REGIONAL DEVELOPMENT

Strategic Doing™ Do More Together

Overview

What is Strategic Doing?
 Strategic Doing is a process that enables civic leaders to form collaborations quickly, guide them toward measurable outcomes, and make adjustments along the way.

What to Expect
 During a Strategic Doing Workshop participants are led through a structured set of conversations and guided by workshop case studies, which define five things:
 1. Opportunities
 2. At least one outcome with characteristics and metrics
 3. At least one initiative or project
 4. A complete action plan
 5. A plan to meet again

The process focuses on four key questions:

- 1 What could we do together?**
 → Look first at assets within the group at the table.
 → Next look to see how combining the known assets might offer new opportunities.
 → Evaluate who is not at the table but might have an interest or resources helpful to the solution.
- 2 What should we do together?**
 → Evaluate the options for action and help the group narrow the scope of activity by suggesting the group focus on no more than three goals initially.
 → Analyze the suggested activities to see which would have the highest impact but it still do-able.
 → Define an outcome with specific characteristics of success and metrics.
- 3 What will we do together?**
 → Draft an activity/execution plan including the first action steps, the responsible entities and "due dates."
 → Make a public commitment to "do" the action step
- 4 What's our 30/30?**
 → Decide how the group will communicate (face-to-face, internet, email, weblogs, etc.).
 → Set a date, in the next 30 days, for follow-up, reporting and adjustments.

Strategic Doing allows your community, organization or network to create an action plan, with measurable outcomes and accountability, in a 3-6 hour period.

Contact us at info@strategicdoing.net to learn more about Strategic Doing. Follow our blog at www.strategicdoing.net to stay up to date with activities and opportunities.

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Strategic Doing™ Do More Together

Mapping Assets

Purpose
 This tool supports the first Strategic Question:

What could we do together?

Application
 Any collaborative effort takes a variety of skills and resources. Assets can be tangible (places to meet, money, internet resources, and so on) or intangible (knowledge, experience, networks, passions).
 Focus the conversation not so much on what people do, but on what they are willing to share to a new network. Listen carefully for what people are willing to share and how we might build connections among these assets. (Some examples are below)

Physical Assets Examples
Building Meeting space, conference facility, large kitchen
Location Business incubator, high traffic area, easily accessible
Other Computers, specialized equipment, online document ports

Skill Assets Examples
Technology Web design, spreadsheet expertise
Creative Photography, writing, art
Other Public speaking, social media, proposal development

Social Assets Examples
Professional Business community, profession-specific groups
Community Neighborhood associations, faith communities, Rotary club
Other Legislators, school officials

Capital Assets Examples
Funding Discretionary funding, foundations, governmental approval
Personnel Administrative assistance, pro bono legal or accounting

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Strategic Doing™ Do More Together

Action Pack
 Name/Topic of your table:
 Name of your Table Guide:
 Date completed:

Before you start

Name	Phone Number	E-mail

1 Share a Promise
 We will behave in ways that build trust and mutual respect!

2 Framing Question
 Imagine:
 What would that look like?

Action Pack & Assets - binder tab #4

Assign Group Roles

1. Assign a Table Guide – Recommend “I”

– Nudge, connect, remind, and promote relentlessly to build new habits of collaboration. Ask why or for more information. Ask about hobbies, passions to probe for hidden assets.

2. Assign a Knowledge Keeper

– take notes and upload for the group

RULE 1: Create and maintain a safe space for deep, focused conversation.

RULE 2: Frame a conversation around an appreciative question.

FRAMING QUESTION

What if a small group of leaders made a positive social impact in Wabash County from an eight-month project, what could that look like?

Asset Matrix



RULE 3: Uncover hidden assets people are willing to share.



10 min.

What assets is each person willing to share? Focus your conversation not so much on what you do, but on resources you are willing to share with a new network (e.g., physical assets, skills and knowledge assets, social/network assets, capital assets.)

PERSON	ASSET(S)

Table Guide –
 Ask for more information. Inquiry about hobbies and passions to probe for hidden assets if needed.

Knowledge Keeper –
 take notes of assets people are willing to share your packet will be the master notes for all of the group members.

>> Use the next page to connect these assets to create new opportunities

RULE 4: Link and leverage your assets to identify new strategic opportunities (Part 1).





15
min.

Quickly jot down connections that spring up from the discussion. Ask questions like “What would that look like?” or “What if we...?”

OPPORTUNITIES

>> Use the next page to narrow your ideas to three opportunities

RULE 4: Link and leverage your assets to create new strategic opportunities (Part 2).

  Narrow your link-and-leverage ideas to your three top choices. How could you describe each opportunity in one or two phrases?

OPPORTUNITY	DESCRIPTION

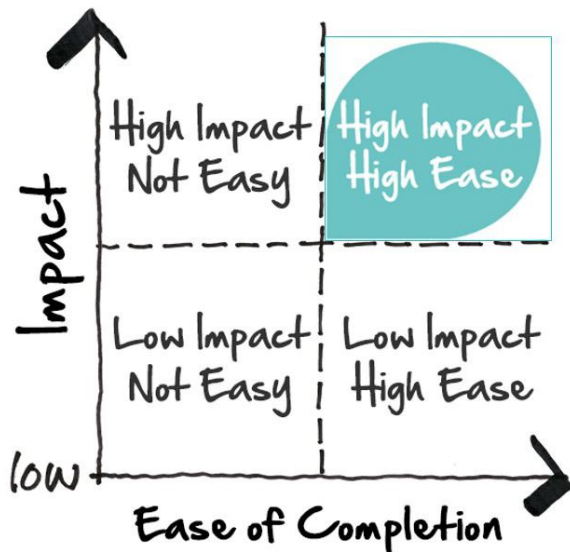
>> Use the next page to find your "Big Easy"

RULE 5: Rate all your strategic opportunities to find your “Big Easy.”



10 min.

Your “Big Easy” is the opportunity that best combines impact with ease. Rank the ease and impact of the three opportunities from the previous page. First, each person evaluates **the potential impact** of each opportunity if it was completely successful with **5 being high and 1 being low**. Add everyone’s numbers. Next each person evaluates **how easy or difficult** each would be fully execute with **5 being easy and 1 being difficult**. Add everyone’s numbers then total impact and ease scores for each opportunity to find your “Big Easy.”



OPPORTUNITY

	IMPACT	EASE	TOTAL
Project 1			
Project 2			
Project 3			

Knowledge Keeper
 – Jot down # ratings so you can add up the math afterwards

>> Use the next page to add up ratings to find your “Big Easy”

RULE 6: Convert your "Big Easy" into a strategic outcome with measurable characteristics.



15 min.

What would people see, how would people feel, how would people's lives be different if we were completely successful?

STRATEGIC OPPORTUNITY	CHARACTERISTIC	SUCCESS METRIC

>> Use the next page to define guideposts and a pathway to reach your outcome

RULE 7: Define a Pathfinder Project with Guideposts.



10 min.

Your Pathfinder Project moves you toward your outcome. Guideposts are key steps that are critical to your success; defining these will help you stay on your path.

PATHFINDER PROJECT	GUIDEPOSTS	BY WHEN
	1.	
	2.	
	3.	

>> Use the next page to develop an Action Plan

Checklist for a good Pathfinder Project:

- It will engage all the people around the table
- You don't need permission to carry it out
- It will be completed within approximately 3 to 6 months (90-180 days)
- It will serve as a vehicle to attract others and "create a buzz"
- It will help the participants test some key assumptions
- It will have a clear endpoint for a "go/no go" decision

RULE 9: Set a 30/30 meeting to review progress and make adjustments.



Maintaining alignment is a dynamic process requiring continuous, but not constant, attention and communication. What has been done in the last 30 days? What needs to happen in the next 30?

FOLLOW-UP MEETING & COMMUNICATION		
DATE		How we'll share information:
TIME		
PLACE		

When you meet again for your 30/30 use these questions to guide your conversation.

1. What have we each learned (new information, insights, etc.) over the last 30 days while performing our action items?
2. Did anything that was to have been done over the last 30 days NOT get done? If not, does it STILL need to be done? If "yes," how will it get done?
3. Does our proposed course forward still make sense? Any course corrections need to be made in light of what we've learned over the last 30 days? Do our dates (guideposts, etc.) need adjusting?
4. Now...what will each of us do over the NEXT 30 days – who will do what, by when, and what is the deliverable?
5. When, where, and how will we get together the next time (in about 30 days)?

>> Use the next page to map your Strategic Doing plan

Next Session

Date/Time: Thurs, Dec 21 9am-5 pm

Location: Intertech Products
906 Hanley Rd North Manchester

Agenda Overview

- Icebreaker & Review
- Panel
- StrengthsFinder
- Lunch
- From Vision to Action:
Establishing Your Leadership
Plan
- Host Tour



**Discover your
strengths**





StrengthsFinder

Carrie Gillenwater

Accounting/HR field for over 15 years

Certified coach for 10 years

Currently works at 10X Engineered
Materials

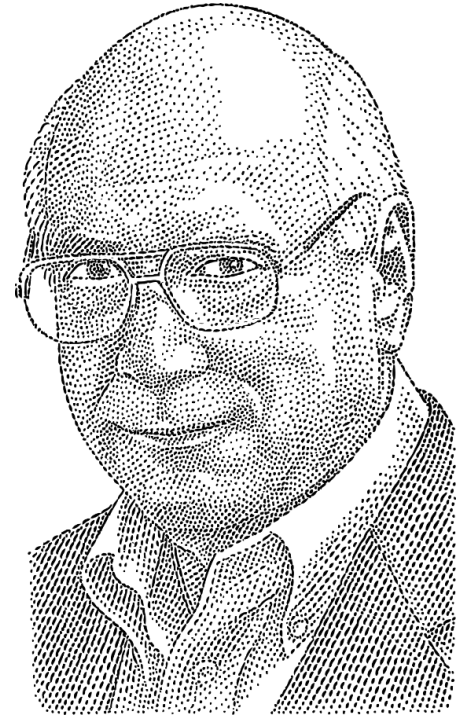
Married & have a 9 year old son, Max



Clifton StrengthsFinder

» **Web-based talent assessment measuring 34 themes of talent from a positive psychology perspective.**

- Donald Clifton Ph.D., Psychologist & business executive



“What will happen when we think about what is right with people rather than fixating on what is wrong with them?”

StrengthsFinder vs. DiSC

- » Rather than measure a person's behavior as DiSC assessments are designed to do, CliftonStrengths gives teams and individuals an opportunity to discover their natural patterns of thinking, feeling and behaving.
- » In other words, the DiSC Assessment is a tool used to quickly identify **how to communicate** with someone, while Strengthsfinder tells you **what fires them up** to behave in a certain way.



People who
focus on their
strengths...



are **three TIMES** as likely to report
having an excellent quality of life



are **six TIMES** as likely
to be engaged in their
jobs

People who
work in the
strengths
zone...



- » look forward to going to work
- » have more positive than negative interactions with
coworkers
- » treat customers better
- » tell their friends they work for a great company
- » achieve more on a daily basis
- » have more positive, creative, and innovative moments

Your Insight Report



- » Highlight the words and phrases that resonate with you in your Insight Report.
- » Use these insights about yourself as we explore some of the most common themes in your class.



Survey

growwabashcounty.com/ldwcpostsurvey

