

Garry Wells

Give 2010 a chance to be a better year

Included in this package:

- Steps 1 to 4 – reflection on 2009 and planning 2010
- 2 modules -How to start enjoying being a new manager
module 3 – manage overwhelm
module 4 – avoid procrastination
- some thoughts on managing fear

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4 steps – take the time for reflection and then action.

2010 is here - so what are you doing to increase your enjoyment, get out of that rut or move forward to something you will love?

I have 4 steps for you.

Are you prepared to give it a go?

Step 1 and 2, review last year

Step 1 – what actions did you take in 2009?

Did you make any new years resolutions?

Did you get past the end of January before you dropped them?

Did you change the way you operated in 2009 - updated your skills, tried different approaches?

.....

Are you happier now or have things got tougher?

.....

Notice these questions are about you, not this year's projects or new initiatives etc but about you and how you manage.

Last year we saw managers losing jobs, losing money, staying in a boring job, getting promoted, loving their work, getting asked to do more with less and the list could go on.

What I did notice is - that is what happened in 2009, 2008, 2007, 2006 - yes and sure there were various percentages of each category – however, some managers did struggle and some did move forward. I am prepared to bet that 2010 will be the same.

Now to step 2 - Where did you end up at the end of 2009? Be honest.

The end of 2009 is where you started 2010 - it doesn't have to be where you will end 2010 and that is the important point to get your head around now.

Take time now and really consider where you are at and where you want to be.

What is working?

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.....

What is not working?

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.....

What would like to change in 2010?

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.....

What do you most like to spend your time on?

.....
.....

What did you learn so far? Think about and write down what you would like to be different at the end 2010? Be as specific as you can.

.....
.....
.....
.....

Now - Prepare to take some action and move to steps 3 and 4

Step 3 and 4

So have you – completed step 1 and step 2?
Did you answer the questions?

No - then nothing will happen,

is that ok for you? Have you really got nothing you want to change?

do it now (honestly complete steps 1 and 2 - then come back)

Yes, you have done the work, celebrate your great work - well done - read on

Here are the next 2 steps.

Step 3 Plan what action you are going to take.

How? There a number of ways however I am going to suggest just 1 today

Create an action plan: I have created 1 for you if you like.
Writing down the actions and their details is very important here.

Grab a piece of paper and divide into columns: across the page add these headings:

Development need | what options do I have | who can help | My actions | when |

Rough example:

Delegation | In house training course 101 | 1 Up Manager | Request and get approval | Feb 2010 |

The example above is just a quick idea, the important part are your actions, get some down.

To make it easy, a PDF downloadable action guide is available where you got this file.

Step 4 and yes - you guessed it - *TAKE the first action.*

This is where many thoughts, goals, idea's crash – I can't remember who first told me – "A goal without action is just an idea".

For each item you wish to develop - take the first step, then follow the cycle

- take the first step, celebrate that step, then take another.

Maybe you need help with this to get started - if you do let me know.

Bottom line – be prepared to take a step forward - there is no choice; if you don't step forward you end up stepping back.

Next – listen to the mp3 as you fill in the blanks for the next 2 pages.

3. manage overwhelm

Everyone suffers overwhelm from time to time.

So don't get down on yourself – take a first step today, right now – there are 3 steps that will help to make a difference.

Simple first step:

_____ your work area.

_____ out / _____ out / _____ lists

Do it now.

Now step 2

Look over your tasks and assign a _____ value.

What do I mean?

Reframe the way you see what you have in front of you.

How much work do you really have in front of you?

Time wise working productively? Not spinning wheels.

Are there real consequences to not doing some tasks today?

Work out what is the most important – do that.

Step 3 – get a grip on your time

Time is limited – fact – 24 hours a day is it!

You must create time in your day, week and year to do the stuff that you need to do.

How can you start to do this?

_____ emails- open it, read it, reply to it / file it.

Manage your calendar – _____ control it - if it is full of meetings – review which ones you really need to attend

_____ out time to work on your biggest 2 or 3 tasks

at your most _____ time of day

(stop the phone ringing)

these are just a start – however – make a start right now and you will feel better.

**make your environment inviting & productive
get real about what you need to do
time is limited so manage it**

4. avoid procrastination

If I had to name one issue that can kill a career, destroy your enjoyment of leadership, this would be right up there.

Bottom line – procrastination saps the energy from you.

3 simple ways to get some traction – and traction is what's needed to get you moving – and moving leads to more movement .

Action 1

Understand this important point - _____ will never ever

have _____ information.

_____ the _____ decision on the _____

you have and _____.

yes put in check points, stop points, get out points – but decide to move forward - today

Action 2

Pick _____ item – work out what the next _____ is

and _____ it.

little steps are fine – all points forward.

Action 3

The best part

_____ your step – why do so many people forget or neglect this step??

Drives me crazy!!

It doesn't have to be big but it must be personal.

**make a decision
take a step
celebrate**

don't let fear stop you

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Categories: [3 steps](#)

maybe I wrote this one for me – but then, why not share 😊

At some time or other, you will come to a point of decision or a moment in time when you work out that it just may be fear that is holding you back with that project or the change you are trying to make.

you know what the next step is or next 2 steps and you are just keeping both feet on the ground? have you been there?

So what should I do? Do 3 steps.

1. Ask yourself what is the worst thing that can happen if I proceed?

Now obviously we need to take care here if safety or health is an issue; however when you look at the next step in detail, normally the worst thing that could happen is maybe not that bad, maybe some embarrassment if it goes wrong, maybe losing a little ground or re-work, maybe a small amount of funds.

Also you can usually break down the worst thing by taking small steps with check points or get out points in place.

2. Ask how likely is the worst thing going to happen?

Most of the time the “worst thing” that could happen is not very likely – maybe 1 in a million chance.

In reality, the most likely to happen, could be either good or has only a small impact.

so if the worst case is not too bad plus you can reduce the risk and severity then,

3. Try it and see what happens

Lift 1 foot and take a step, then another – what do you have to lose?

Give it a go – I would love to hear how you went.

If you are serious about untapping the leader in you and something is blocking you – maybe you are ready for a coach –