



TIME

*Keeping the **Monkey** from
Becoming an **Elephant***

MLTA State Conference - 2013



Great Conversations

- » Start with a question
- » Key ingredient: **Trust**
- » Key outputs: **Truth & Action**



Questions for you



Fireman?

Over-Committer?

Perfectionist?

Chatty Kathy?



My objectives:

- » NOT - fix you
- » TO - Equip you with ONE thing you can use Wednesday

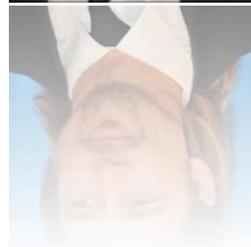


Questions (answer on 3x5 card)

- » If I had an extra hour each day - What is one thing I would use it for?
- » What is my biggest barrier for getting that hour today?



TIME is precious





TIME is scarce



Who's Got The Monkey?

William Oncken / Donald Wass





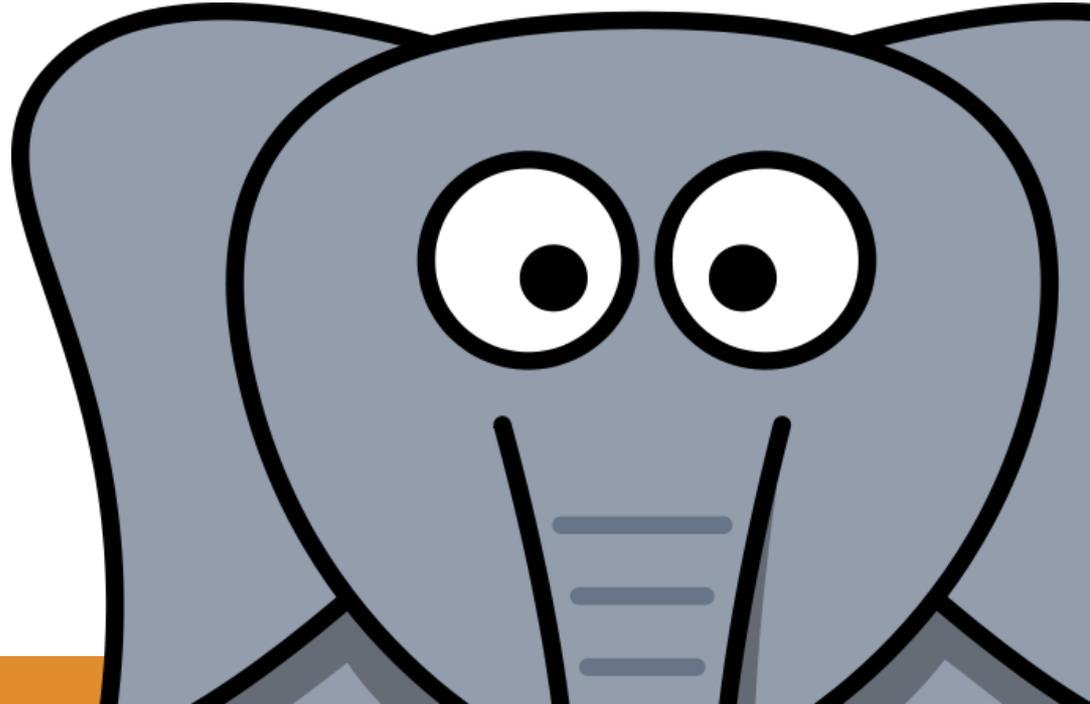
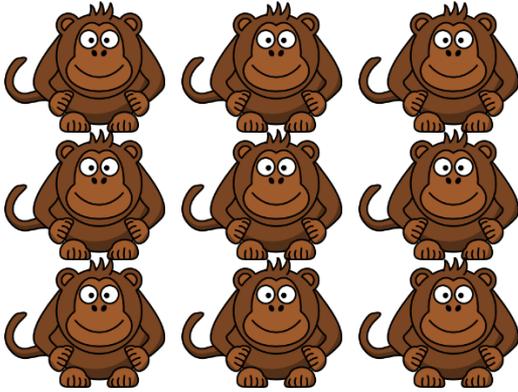
ACTIVITY



- » On 3x5 card: What 3 Monkeys do you pick up during a day?
- » Share your Monkey List at your table. Pick ONE Monkey to share from your table.



If you pick up 1 monkey a day - by the end of the year you have picked up a 15,000 pound elephant





TIME

- » Precious
- » Scarce
- » Monkeys become Elephants



Tip #1: Own It

- » I collect *Monkeys*
- » I and ME in TIME
- » Name priorities / set priorities



	URGENT	NOT URGENT
IMPORTANT	I <ul style="list-style-type: none">- Crisis- Pressing Issues- Deadlines- Meetings	II <ul style="list-style-type: none">- Preparation- Planning- Prevention- Relationship building- Personal Development
NOT IMPORTANT	III <ul style="list-style-type: none">- Interruptions- Some mail- Many popular activities	IV <ul style="list-style-type: none">- Trivia- Some phone calls- Excessive TV/Games- Time wasters

Activity: Setting priorities

Put your 3 monkeys
into the Covey Time
Management Matrix



Tip #1: Own It

- » I collect *Monkeys*
- » I and ME in TIME
- » Name priorities / set priorities
- » Make a shift



Tip #2: Practice these key habits

- » Meetings: More & shorter / Agenda / Commitments
- » Sending emails: 100 + 3 rule
- » Checking emails: M / N / End
- » _____



Tip #3: Time with people: Focus it and ration it

» Talent Scorecard:

<http://www.thetrugroup.com/scorecard/>

» One-on-One Template

<http://www.thetrugroup.com/resources/talent-management-templates/>



As we wrap-up

- » Own your time
- » Practice key habits
- » Your people time: focused and rationed



One last question:

- » What is the **ONE** thing you are taking away and plan on using?



Next Steps

Complete the evaluation. From completed evaluations I will draw 2 winners to receive a packet of the time management tools and resources and 1 hour of free coaching.

Links to all the resources I have talked about are at:

www.thetrugroup.com/training-and-keynote-speaking/time



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About the Speaker - Scott Patchin

Scott has a core belief that the habits leaders practice and the conversations they have with their people are the keys to their success. He launched his own leadership development company, The trU Group, in 2009 around the mission of helping others realize the excellence they were born to achieve.

He has work experience manufacturing, healthcare, and banking/mortgage industries. He leverages that experience to provide coaching and leadership development for both growth focused organizations and family businesses.

Learn more: | [LinkedIn](#) | www.thetrugroup.com