

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?

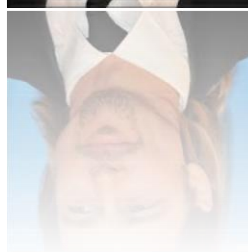
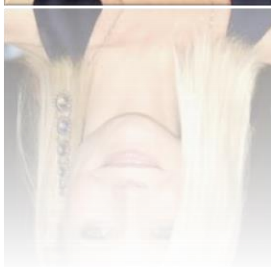
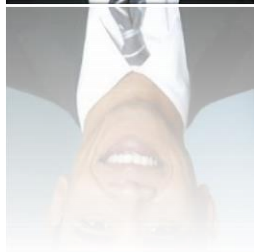
My objectives:

- » 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

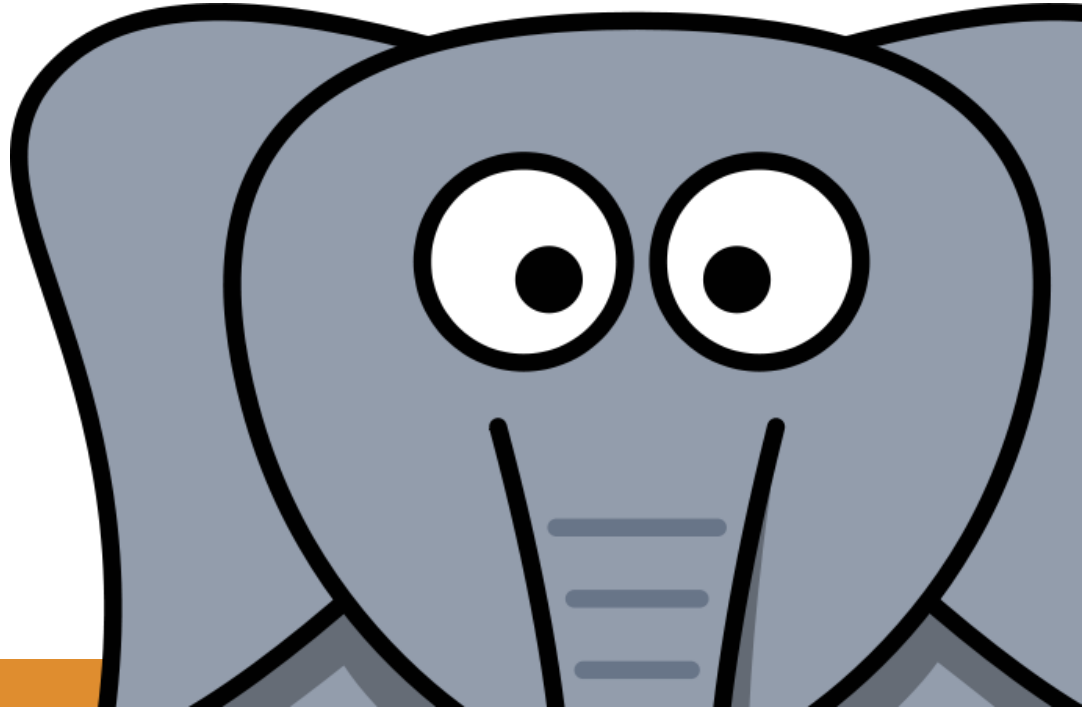
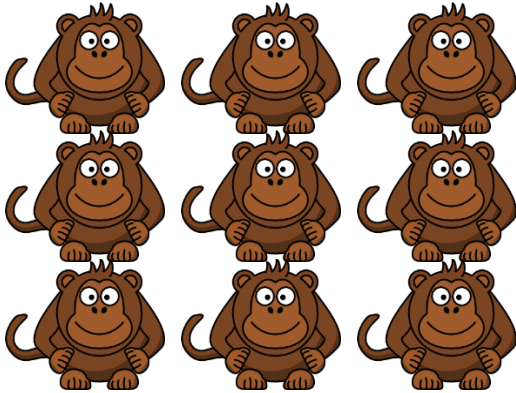


ACTIVITY



- » 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