

The Knowing Yourself Guide to Getting Things Done

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June 20, 2014

Identifying my vision & priorities

To be “productive” you first have to know what it is that you’re trying to accomplish.

Strong, motivating visions generally have three components:

Purpose: What am I trying to accomplish? What’s my goal? What do I provide?

Success: What will the future look like if I am successful? What will happen?

Values: What underlying values guide my behavior and decisions? What is most important?

Your vision statement:

My goal is to:

I will know that I am successful because:

My behaviors and decisions in accomplishing this vision will be guided by the following values:

What's Working

No matter how busy I get, I always find time to: _____

My goals are well defined when it comes to: _____

I'm pretty clear on how long it takes me to: _____

I never/rarely procrastinate about: _____

I am never/rarely late for: _____

I'm able to tackle difficult projects when: _____

I always build in transition time between: _____

It's easy for me to say no when: _____

I am at my happiest when I am: _____

The things that I delegate easily are: _____

List modified version from Julie Morgenstern's (2004) *Time Management from the Inside Out* (2nd ed)

What's Not Working

I never have time to: _____

I spend way too much time on: _____

I don't have well defined goals for: _____

One thing I wish I could do every day is: _____

I always underestimate how long it takes to: _____

I'm usually late for: _____

It's hard for me to say no to: _____

I have a hard time finishing: _____

What's Your Motivator?

There are several different types of motivation that are commonly used. Which type(s) will you use to keep you committed to your priority goals?

External

Internal

Positive

Negative

Tangible

Intangible

Motivation and Others

Guess what. You cannot motivate other people. But what you can do is create an environment of support, respect and value for them. ***Make sure to give support, respect and value to yourself too.***

You **can** recognize what motivates them.

You **can** be a positive force.

You **can** create an environment where people feel motivated.

We all want to know that our efforts – whether successful or not – are noticed, valued and appreciated.

Give positive and constructive feedback for steps in the right direction. Remember – we all take journeys when trying to reach our destination.

Finding Inspiration

What inspirational quotes prove most meaningful and motivating to you? How will you incorporate the theme of these quotes into your productivity strategies? Below are some examples. Identify additional quotes – review them often, keep them posted in highly visible locations, be inspired!

“Life is a journey, not a destination – and certainly not a competition.”

“We don’t see things as they are. We see things as we are.” Anais Nin

“Change your thoughts and you change your world.” Norman Vincent Price

“It is not because things are difficult that we do not dare. It is because we do not dare that things are difficult.” Seneca

“A habit cannot be tossed out the window; it must be coaxed down the stairs a step at a time.”
Mark Twain.

Resources:

Allen, David. (2001). *Getting things done: the art of stress productivity*. NY: Viking.

Buckingham, Marcus. (2005). *The one thing you need to know: About great managing, great leading, and sustained individual success*. NY: Free Press.

Loflin, Jones. (2013). *Getting to it: accomplishing the important, handling the urgent, and removing the unnecessary*. NY: Harper Business.

Morgenstern, Julie. (2000). *Time management from the inside out*. NY: Henry Holt.

Perlow, Leslie. (2003). *When you say yes but mean no: How silencing conflict wrecks relationships and companies...and what you can do about it*. NY: Crown Business.

Richardson, Cheryl. (2002). *Stand up for your life*. NY: Free Press.