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**DARE2
LEAD**



Daring 2 Lead in...



Want £86,400 each day?

What 'to do' with 'to do' lists!

New tool

Habit challenge.

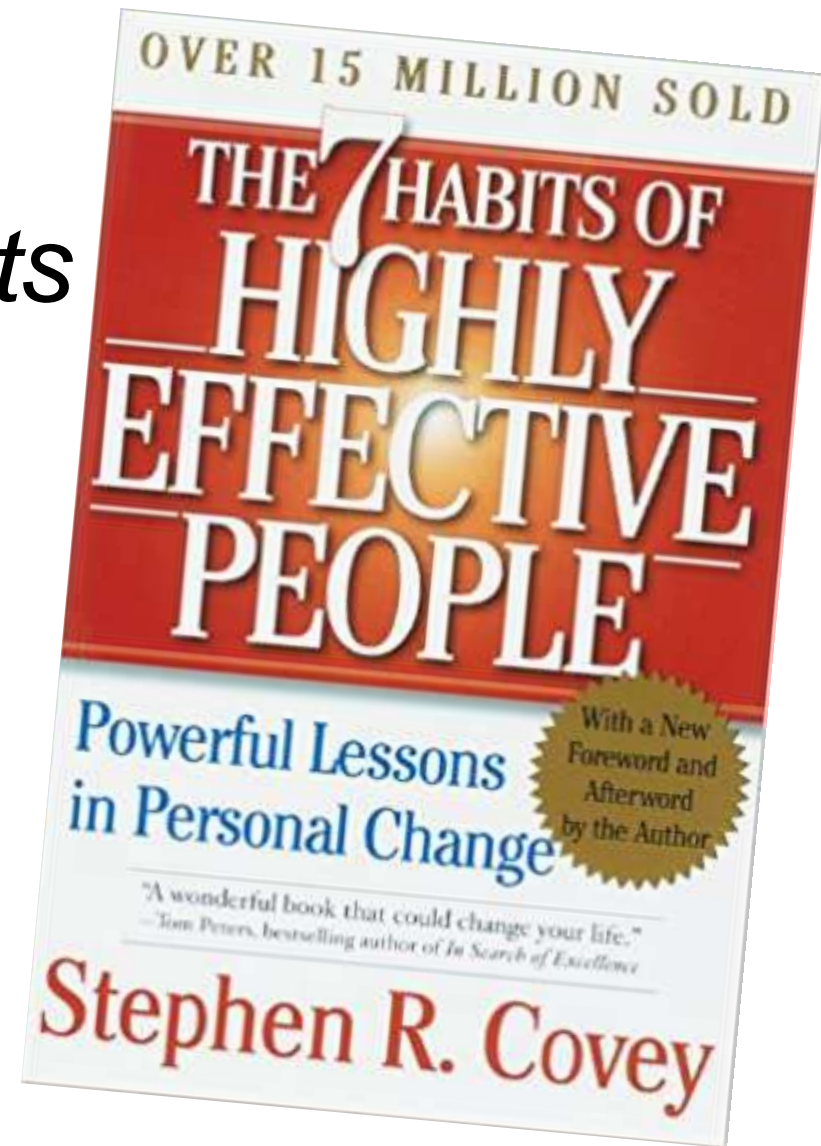


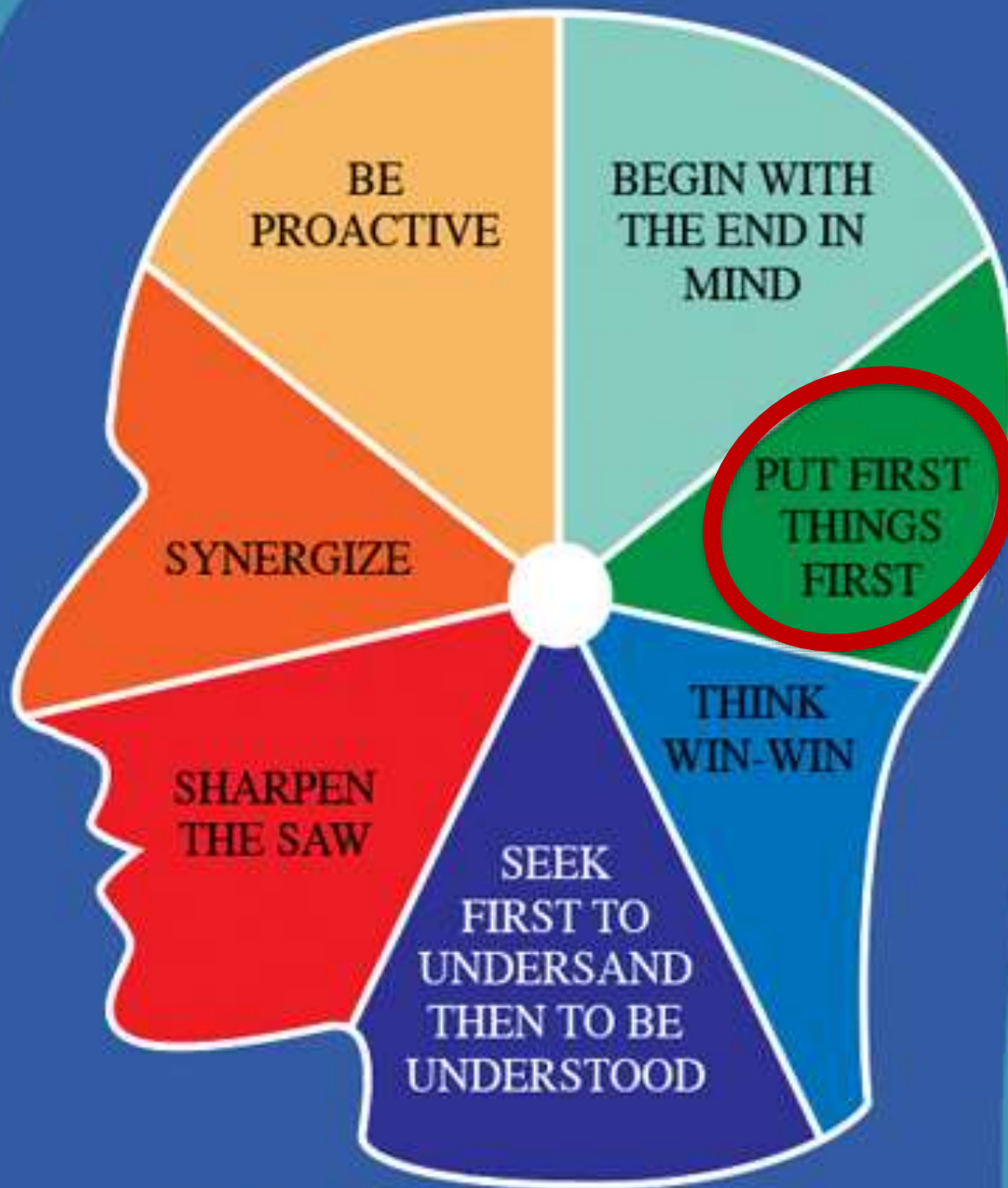
Twitter : @JohnLoughton @daretolead



Based on *The 7 Habits of Highly Effective People*

Stephen R. Covey





+ URGENT -

NECESSITY

- Necessarily tight timebound tasks/ deadlines
- Short term crisis management
- Last minute w/ huge opportunity or impact
- Things that require YOU specifically and urgently

EFFECTIVENESS

- Long term relationship/trust building
- Quality renewal & recreation activities
- Proactive prevention, planning, preparation & improvement
- Coaching, developing and helping others
- Recognising new opportunities/ innovation
- Reflection on learning and development

DECEPTION & DISTRACTION

- Last minute requests due to others' ineffective planning
- Unproductive interruptions by others
- Peer pressure to join unscheduled socialising
- 'comfort zone activities' e.g. reading emails as these arrive
- Reacting immediately to every 'ring, bell and bleep'

WASTE AND PROCRASTINATION

- Shuffling of tasks
- Displacement activities to 'avoid the inevitable' - WFH strategy?
- Trivia, unproductive busy work
- Some emails, phone calls
- Unfocussed internet surfing

IMPORTANT +
-

IMPORTANT

+ URGENT -

NECESSITY

Long Term Results

- Constant Firefighting
- Stress
- Burn-out
- Demoralised
- Efficient but unsustainable
- The Hamster Wheel – confuses productive with strategic

EFFECTIVENESS

Long Term Results

- Stronger relationships, empowering others
- Resilience
- Vision, perspective
- Balance and prioritisation
- Discipline, better control
- Fewer crises, reduced risks of failure
- Sustainable effectiveness, and efficiency

DECEPTION & DISTRACTION

Long Term Results

- Short termism
- Risks to effectiveness and efficiency
- Feel victimised, out of control, over worked
- Shallow or fragile relationships
- Completely reactive and lose focus
- Swing from overwhelmed to empty
- Addicted to chaos!?

WASTE AND PROCRASTINATION

Long Term Results

- Lost opportunities for development
- Risks to reputation and delivery
- Long term dissatisfaction
- Regret and fret
- Unproductive and ineffective
- Normalise bad habits

	URGENT	NOT URGENT
IMPORTANT	<p><u>Quadrant I</u> <i>urgent and important</i></p> <p>DO</p>	<p><u>Quadrant II</u> <i>not urgent but important</i></p> <p>DECIDE</p>
NOT IMPORTANT	<p><u>Quadrant III</u> <i>urgent but not important</i></p> <p>DELEGATE</p>	<p><u>Quadrant IV</u> <i>not urgent and not important</i></p> <p>DELETE!</p>

THANK YOU



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