

A Sample of Chuc's Program

# "Get Your Ducks In A Row"

(How To Better Manage Your #1 Priority: Yourself)

*This is a discussion document.*

*Presentation can be 40 minutes to 2 days.*

*Final Focus and Outcomes to be determined by length of program.*

*Title can be changed to your specific meeting needs.*

## **DUCK #1 — Be adaptable and willing to change**

(Two segments)

There are more changes in business today than at any time before. In this segment you examine:

- Whats going on in today's workplace
- The advent of long distance relationships and virtual teams
- The array of changes in communications
- The need for true self-management

Everyone has strengths and weaknesses. In today's fast-changing business climate, you need self-management skills for today and tomorrow so in this segment, you'll examine:

- Your strengths and possible trouble spots
- What blind spots cost in time, energy, imagination, and money
- How habit traps get in the way
- What changes are you willing to make in yourself and how you work?

## **DUCK #2 — Know what matters most to you**

(One segment)

Each day you place your bets on your time, energy, money, and creativity. In this segment, you'll consider:

- Are you doing what you really want to do?
- Are you getting what you really want?
- Are you thinking about you or hoping someone else will change?
- Why specific plans and priorities are important

## **DUCK #3 — Know where you're going**

(One segment)

To seize opportunities, especially when under pressure, it's important to know what's important to you. In this segment, you'll look at:

- Your deepest priorities
- A method for spelling out priorities so they are clear as a bell
- A way to prioritize quickly, easily, and on the run
- A way to set up plans so you can seize priority opportunities

## **DUCK #4 — Chunk your dreams into steps**

(Three segments)

To accomplish goals in today's fast-paced business environment, it's essential to schedule your priorities. In this segment, you'll learn:

- How to chunk key tasks into days, weeks, months, and years
- How to identify and stay away from trouble spots
- How to anticipate and build margin for what's likely to happen
- How important it is to solicit help (true delegation)

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Page 2 of 3

Many of today's last minute changes occur when you're managing on the move. In this segment you'll learn:

- Why it's important to use an organizing tool that serves you
- Suggestions and criteria for the best type of organizing tools
- How to set up and use an organizer (paper and /or electronic)
- How to update, maintain, and groom the system you choose

When handling interruptions and last minute changes, the most pressing need is a clear head. In this segment, you'll learn:

- How to set up a functional work area (on the job and at home)
- How to systemize papers so they can be retrieved when necessary
- How to clear up what you've already got
- How to maintain files so you can find them

## **DUCK #5 — Understand the power of exceptional teamwork**

(Two segments)

No one accomplishes anything great alone. In this segment, you'll learn:

- The importance of teamwork (teammates, associates, vendors, customers)
- The importance of team goals (helping each other succeed)
- The importance of being congruent (company, self, co-workers, teams)
- The importance of having a workable communication and meeting plan

Team conversations often have multiple messages, many of which get misunderstood. By the end of this segment, you'll:

- Be aware of the rudiments of effective team communication
- Recognize style differences and know how to adjust for clarity
- See how to ask questions that give you optimum information
- Learn to keep yourself on track and on message

## **DUCK #6 — Set up the best communication systems possible**

(Three segments)

Since more than half the work day is involved in communicating, it's important to have the best systems and methods possible. In this segment you'll:

- Examine new technologies (voicemail, e-mail, teleconferencing, etc)
- Analyze communication ideas for anticipating needs, your and theirs
- Analyze ways to use group calendars to save time and update schedules
- Learn how to streamline communications with off-site people in other time zones

Meetings are essential for effective teams. To be certain your meetings are helpful and clear, it's vital to:

- Understand the importance of meeting location and setup
- Be aware of effective meeting methods and procedures
- Prepare a simple, workable agenda and overall plan
- Know how to track results and who's doing what

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Page 3 of 3

When you're in front of a group, your audience requires attention. In this segment you'll learn:

- How to assess your audience and their needs
- How to deal with attendees who look anxious and upset
- How to apply the principles of meeting "dynamics"
- How to interject humor to help the audience relax

## **DUCK #7 — Keep track of where you are**

(Two segments)

To reach your destination, it's imperative to know where you are at any moment. By the end of this segment, you'll have:

- Set up a plan for the week, month, year
- Set up a program and self-renewal and self motivation
- Developed benchmarks for personal and professional success
- Set up a self-diagnostic system for measuring progress

Complex projects have multiple steps, many of which get overlooked. In this segment you'll learn:

- The basics of effective project management
- How to easily plan and schedule so that all project steps are considered
- What to do with inherited projects and projects that change
- How to track project steps and know when to meet for updates and clarity

## **ALL DUCKS — Renew and affirm**

(Two segments)

When your associates, vendors, and customers are anxious and upset, you need to be at your best - calm, confident, and in control of yourself. In this segment, you'll learn:

- Why it's important to find humor and ways to laugh
- Ways to chunk in some "self" time
- Ways to enhance creativity
- How to renew your energy in body, mind, and spirit

When you're a self-manager, there's no one around to say "Good job!" and to keep your motivation high. In this segment, you'll examine:

- A simple way to reward yourself
- A simple way to say "thanks"
- Why it's important to recognize your successes regularly
- Why it's essential to thank and appreciate your team

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