



S.T.O.P.:



***Unleashing the Power to Get Better Results
By Living and Leading with **INTENT!*****



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THINK!

Our Superordinate Learning Objective

To help you better link your
use of time with the results
you need and life you
want to lead!



SPEED INTERVIEWS

(60 Seconds)

Key Questions:

1. *What is the **best thing** about your current job?*
2. *Name two words to describe your **team's "brand."***
3. *Name **one skill that you need to improve** to become more effective as a professional.*
4. *What happens to you when **you become too busy**?*
5. *What is your personal **favorite movie** of all time?*

THINK!

**BASED ON YOUR
EXPERIENCE, WHAT
ARE THE KEYS TO
CAREER SURVIVAL
AND SUCCESS?**



CAREER SURVIVAL AND SUCCESS RESEARCH FINDINGS (n= 6,000+)

1. Performance Track
Record of Getting
Desired Results

2. Effective Communication
Talents and Practices

3. Strong Interpersonal and Teaming Skills

4. Possessing/Maintaining a Positive Personality and Attitude

5. Ability to Develop Yourself to Meet Job Demands

6. Learning and Leveraging Work Experience

**7. Ability to Handle
Pressure/Stress and
Stay Poised**

**8. Problem-Solving and
Decision-Making
Effectiveness**

9. Ability to Use Critical Resources and Power Effectively

10. Possessing a Mentor/Accountability Partner



Leadership Fact:

**WE KNOW THAT EXTREME
AND UNRELENTING BUSYNESS
AND CAN DAMAGE, AND EVEN
DESTROY, A LEADER'S
EFFECTIVENESS AND
JOY OF LIFE!**



THE BUSYNESS CONTINUUM



✓ NOT
BUSY!

✓ BUSY!

✓ REALLY
BUSY!

✓ TOO
BUSY!

Not Busy:

Living a quiet life with minimum activity; time availability is significant allowing for an abundance of free and idle time with the absence of pressure.

Busy:

Being actively and attentively engaged; a life full of activity, responsibilities, and commitments; specific effort and attention is required to manage priorities, meet deadlines and accomplish desired outcomes.



Really Busy:

To be fully occupied in a particular activity; committed to something previously planned so unable to undertake additional activity; or engaged in or characterized by constant, challenging and ongoing activity.

Too Busy:

To find oneself overcommitted; in a state of constantly having more things to do than can be realistically accomplished; a marked absence of personal time; or being in a constant and unrelenting state of motion.



THE BUSYNESS CONTINUUM



✓ NOT
BUSY!

✓ BUSY!

✓ REALLY
BUSY!

✓ TOO
BUSY!

HOW DOES BEING TOO BUSY EFFECT

YOU?





THE DESTRUCTIVE NATURE OF BEING TOO BUSY



Background: A sample of 1,800 business leaders were asked to answer the following question, “How does being too busy affect you as a leader?” A content analysis of their responses revealed that:

- 1. Communication breakdowns increase and listening skills diminish**
- 2. Strained working relationships and increased interpersonal conflict/tension**
- 3. Ineffective decision-making**
- 4. Loss of focus, attention to detail, and more prone to mistakes**
- 5. Problems frequently ignored and left unresolved**



THE DESTRUCTIVE NATURE OF BEING TOO BUSY



- 6. Loss of perspective, negative attitudes, and tendency to over-react**
- 7. Loss of priorities, life balance, family time, and health**
- 8. Planning, organizing, and coordinating activities break down**
- 9. Loss of strategic, longer-term, and bigger picture issues**
- 10. Becoming increasingly reactive, inefficient, and unproductive**

**SO WHAT IS A
LEADER/COACH
TO DO?**





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THE POWER OF S.T.O.P.:



SIT



THINK

OPTIMIZE

PERFORM



THE POWER OF S.T.O.P.



SIT – *The act of regularly slowing down, being still and finding a quiet, isolated place to sit where you will not be disturbed that will allow you the opportunity to think clearly.*

THINK — *The process of refocusing your thoughts from the urgent pressing issues of the day to devote real and critical thought to the important and key results and activities that drive your cumulative effectiveness.*

OPTIMIZE — *The act of planning for and organizing the specific actions that must be implemented on an ongoing basis to achieve desired outcomes and higher levels of performance.*

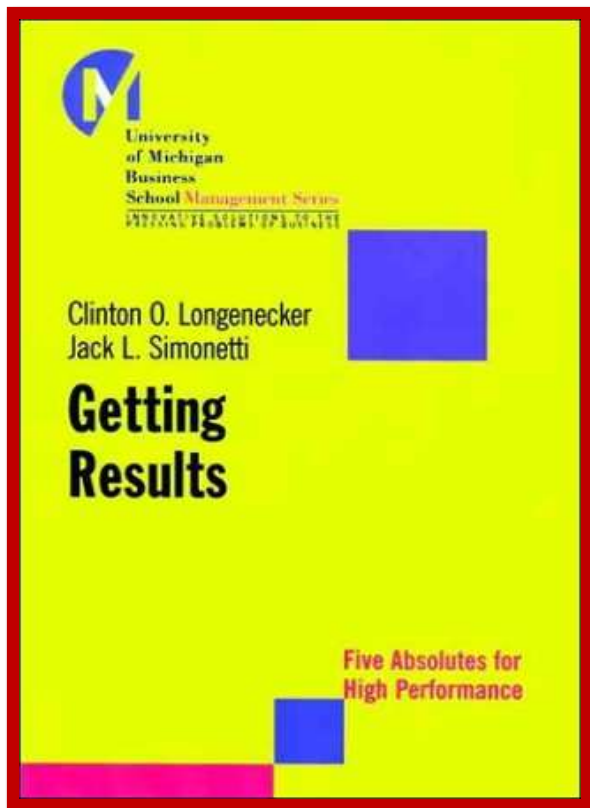
PERFORM — *The*

act of implementing and executing a well thought out plan of action that addresses the key issues that lead to the outcomes/results you desire.

S.T.O.P. Effectiveness ROI

Range: 12%-32%

Average: 21.8%



- 1. Quality of Work**
- 2. Quantity of Work**
- 3. Better Relationships**
- 4. Desired Outcomes**
- 5. Leader Satisfaction**



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LESSON #1 - Assess where you are on the **Busyness Continuum** and how your level of busyness impacts your:

- Workplace effectiveness/performance
- Perspective/Attitude
- Working relationships
- Family life
- Health and mental well-being



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LESSON #2 - Realistically evaluate where your time goes and how much of your busyness can be controlled.

Is your busyness caused by:

- Pure habit?
- Not controlling your time?
- An overgrown job?
- Lack of resources, tools, and/or support?
- Disorganization or poor planning?
- Inability to say “no” or over-willing to say “yes”?



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LESSON #3 - Plan a minimum of four **STRATEGIC STOP's** each year to conduct a **personal alignment retreat** with yourself to determine what you must **keep doing, start doing, and stop doing** to create focus, take control of your activity, and improve your performance. **Key questions that will impact your performance:**

1. What **results** are most critical for success this performance period?

2. What **activities/work practices** will help me get the outcomes/results we need?



3. How must I **invest my time** to be successful this performance period?
4. What **working relationships** must be further developed and fostered to improve performance?



5. What **problem or process** needs to be fixed to improve performance?

6. What **talent/skill** to I need to develop this performance period to get better results?



7. How will I **monitor and measure** my performance on an ongoing basis?

8. Who will **hold me accountable and coach me** to do the things necessary for success?





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**LESSON #4 – Develop
the practice of making
your Daily S.T.O.P. part
of your daily work life!**





The Daily S.T.O.P



- ✓ **15 Minutes at the start of each day to develop your performance script!**
 - ✓ **5 Minutes mid-shift to make adjustments!**
- ✓ **5 Minutes at the end of the day to learn, adjust and plan!**





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**25 Minutes = 4.62% of
your 9 hour work day!**



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LESSON #5 – Use “performance scripting” to make better use of your time and keep your resource deployment tied to your mission and the results you are being paid to deliver! Operate with INTENT!





A DAILY S.T.O.P.



The Keys to Performance Scripting

(all of which require our time)



(p.7)



THE POWER OF S.T.O.P.



THE RULE OF 15/5/5 = 4.62% OF YOUR DAY!

Keys to Performance Scripting:

1. It is critically important to **be still** and **clear your mind** in developing your daily performance script! (In addition, it is good to take time each day to think about the **good things that you are thankful for in your life** as well as what needs to get done!)
2. Identify the **list of results/activities** you must realistically accomplish each day! List everything you want to get done!
3. Now realistically estimate the **amount of time** needed for each specific activity.
4. Then determine **what should come off your list** until a later date and what can be delegated.

5. Determine **who you will need to include** in each activity if it is to be actually be accomplished.
6. Now **prioritize and develop your plan of attack** for the day protecting your productive time and high priority activities.
7. Take a “**half-time timeout**” to assess your performance and be ready to make adjustments and reprioritize!
8. End each day with a **final STOP** to review progress, and prepare what is coming the next day!

**THANKS FOR BEING A
GREAT GROUP AND
FOR TAKING
ACTION!!!!!!!**

A+

LEAD/COACH WELL!