

**Values-Based
Time Leadership**
Session 1

George Oliver

Proposed Learning Outcomes

- To know where Time Management & Leadership differ, to explore our personal 'spin cycle' and society's lack of awareness (Includes telling tales of planes, dirty dishes, scuba diving, chatting with Michael Enright & some talking fish)
- To appreciate the role your 'giants' played in a life well-lived.

- To begin identifying your values
- To begin developing a Personal Credo (i.e., a life compass)
- To apply the 5 D's to avoid work thereby freeing up time.
- To sing with and learn from the wisdom of Gordon Lightfoot

Giants & Your Personal Credo

Isaac Newton 1675:

“If I have seen further than others, it is by standing upon the **shoulders of giants.**”

Giants are foundational. Who are your giants? Giants are a huge time saver and door-opener.

Credo is defined as “a statement of the beliefs or aims which guide someone's actions on the values you believe in”.

It acts as a Compass for your life. A simple list of your values could be used as your Credo.

Here's my Credo. It tells me when I'm in a good or bad place. I use it for weekly calendar planning.

“Through intellectual understanding,
emotional commitment and thoughtful
action:

I will improve the ‘machine’
(i.e., physical and mental health),

love Eileen and my family/friends,

learn, laugh, work meaningfully,

enable & support ‘causes’ & people

- all while ‘walking softly’ on this Earth.”

Five D's of Time Leadership

As Stephen Covey said so eloquently, **“The Main thing is to keep the Main thing the Main thing”**.

Which is another way of saying do the important things first and get rid of the rest - to the extent possible. The 5 D's help you reduce the time spent on things you don't value! We will talk about tennis balls, golf balls and sand later!

Here's the D's in
order of preference:

Defend

Ditch

Defer

Delegate

Do

Rainy Day People

Gordon Lightfoot May 1975

Rainy day people always seem to know
when it's time to call

Rainy day people don't talk

They just listen till they've heard it all

Rainy day lovers don't lie when they tell you

They've been down like you

Rainy day people don't mind if you're cryin' a
tear or two

If you get lonely, all you really need is that
rainy day love
Rainy day people all know there's no
sorrow
They can't rise above

Rainy day lovers don't love any others
That would not be kind
Rainy day people all know how it hangs
On their peace of mind

Rainy day lovers don't lie when they tell
you

They've been down there, too

Rainy day people don't mind if you're cryin'
a tear or two

Rainy day people always seem to know
When you're feelin' blue

High stepping strutters who land in the
gutters

Sometimes need one, too

Take it or leave it or try to believe it,
If you've been down too long,
Rainy day lovers don't hide love inside,
they just pass it on
Rainy day lovers don't hide love inside,
they just pass it on

Next week we're going to:

- Gain an understanding of why weekly planning is best....like having 52 New Year's... though many items are on-going and/or long-term.
- Translate our Credo / list of values into a schedule & todo lists. We will also talk about procrastination, the challenge of fitting exercise into our schedules and the difference between urgency and importance.

- Identify next steps.

For example, if there is interest having a weeknight session(s) because there just too much in this topic to cover in two Perspectives.

Maybe set up 'calendar buddies' to help each other keep on track (?). Personally I have a four member personal 'Board' that - tries to! - keeps me on track.

Homework for Session 2 (optional).

1. Create a list of your values OR develop a Credo. The latter is hard at first.
2. Think of the things that you want to stop or to start doing.
3. Identify the activities (e.g., visiting friends) that give you energy and those that drain your energy.
4. If you have some tricks, tips, techniques or tools related to Time, we will discuss during what I would be happy to host....a Time Leadership conversation.