

Sample blog postings on various leadership topics -
From my InspiredPeople, LLC Leadership Coaching Blog

Walk the Talk - Lead by Example

1

Think before you speak or act. As a leader, your words and actions will be looked upon and criticized or emulated by others. People want to believe in their leaders.

2

Believe in what you do and do what you love. If you don't believe in your goals, then convincing others that they should work toward them will be very hard.

3

Treat others as you would have them treat you. If you treat others fairly and justly, you can expect that they will treat you the same. If you treat them unjustly, expect that they will treat you unfavorably. A good leader is honest and respectful.

4

Create chances and be proactive. Don't wait for opportunities to come to you. Being proactive instead of reactive enables you to be ready for difficult situations and take advantage of positive circumstances.

5

Listen to others. Listening is a key communication tool. Showing others that you are interested in what they have to say will help gain their respect. If they don't respect you, they won't want to follow your lead.

6

Stay firm in your decisions. If you aren't committed to your decisions, you can't expect others to be committed to theirs.

7

Stand behind your team. If a team member makes a mistake, take the blame for the mistake. Don't point fingers. Figure out why the mistake was made and how it could be prevented in the future.

Goals Can Be Your Key to Success!

By Diane Tinney, InspiredPeople, LLC

Setting goals is one of the most important keys to achieving success. Studies have shown that the most successful people are the ones who have specific, written goals.

Setting a goal is not like a New Year's resolution. That is just a wish. Just wishing and hoping for something isn't going to make it happen. Setting a goal is having a target to shoot for and a plan to get there.

When planning your goals, choose which categories you would like for your goals. Establish the time frame. They could be lifetime goals, 10-year, 5 year, 1 year, 6 month, 3 month, 1 month, or weekly goals. Also, you can have ongoing goals, such as exercising 3 to 5 times a week. Be specific when you write your goals. Don't just write down "I want to lose weight." Write "I will weigh 180 pounds by July."

Make sure your goal statement is positive. Don't say, "I don't want to be fat." Say "I will be a healthy 130 pounds by May." The achievement of a worthwhile goal can seem daunting at first. The easiest way to proceed is to break your goal down into smaller steps. Start with the first step then move onto the next. When making your plans, a good way to start is from the end part and work your way to the present.

Measure your progress. After you complete a step, check it off! Watching steady progress is a good motivator. A simple example could be if your goal was to be able to do 100 continuous pushups, you could mark off the milestones of 25, 50, 75, 80, and finally 100!

Don't be discouraged by setbacks. All successful people experience setbacks, disappointments, and failure along the way. That's just part of the process. That's part of learning. Many times these act as course corrections to get you back on target.

There are several success principles used in goal achievement. One is properly programming your mind. You need to review your goal in the morning and at night before you go to bed. Have your goal written on a 3" x 5" card so you can review during the day. At night, ask your subconscious mind for solutions to problems and methods or tools for helping you achieve your goal.

Another important principle is that of persistence. No one has enjoyed great achievement without persistence.

Do something every day towards your goal. A day's action puts you one step closer to your objective. Doing something every day creates a momentum that is hard to stop. As Babe Ruth said, "It's hard to beat a person who never gives up." Make it a habit to set goals, measure your progress, and never give up until you reach your vision of success!

Strategies for Spending Time Wisely

By Diane Tinney, President of InspiredPeople, a business devoted to helping people be strategic at work and in life. Written for Chamber of Commerce Blog, led to live presentation at a meeting.

Thousands of books have been written about Time Management, and I'm betting that most of our Chamber members have read a few and maybe even attended training classes on that topic. Why is it then that we never seem to have enough hours in the day?

Let's look at the facts – I always find that facts are our friends – fact is that each day gives us 24 hours. So, we can want more than 24 hours, but it's just not going to happen. So, what would be a better use of our energy? Time is a limited resource, and like money, we need to spend our time wisely. Here are some tips on how to be more strategic with your time.

Clear As Mud

A common issue I see in time management struggles is a lack of clarity around business and personal goals. How can you maximize your 24 hours if you don't have a clear idea of where you want to go (goals) and how you will get there (action plan)?

- How are you currently spending time?
- What are your work goals?
- What are your personal goals?
- What are your priorities?
- What are your values?

Armed with these answers, you will be in a better position to gain control of your time.

Timely Insights

The first step in getting control is to assess your situation. A great way to do this is to keep a time journal, recording what you do from when you first wake up until you go to bed. Keep that journal for five consecutive workdays. Then on the sixth day, carve out an hour without any interruptions and review the journal. Look for items that you can delegate, items that do not serve your current goals, and the key high-priority items.

For example, a recent client of mine went through this exercise and realized that as the business owner, instead of bringing in new sales (critical high priority goal), she was doing paperwork. The solution was to train an existing employee to take over the paperwork so that she could bring in more sales. As the sales came in, money was set aside to hire a full time clerk to handle the additional paperwork volume.

Time Interrupted

Another great tool is the interruption journal. Here you focus on logging interruptions from email, phone calls, drop-ins, etc. Log when, who, how (such as by phone), what the issue was, and length. Rate each interruption from 1-5 in order of importance. Keep this journal for five days.

At the end of the week, compute your interruption ratio. If you get interrupted on average two hours in each 8-hour day, then you have a 75:25 ratio of proactive-to-reactive time. This means that when you schedule work, you can only count on 6 productive hours. The other two hours must be left open for the inevitable interruptions.

Review your goals and priorities against the interruptions journal to find ways to minimize interruptions and thereby gain more hours in your day. Practice phrases like, "I'm in the middle of a project right now, can we talk this afternoon?" Or, "I'd really love to help with that, but my plate is full." Soon you will be controlling your day instead of your day controlling you!