



Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

• Leadership—

Drives business results by aligning the vision, mission, and values to enhance business value. Is able to enlist the willing cooperation of others, while tapping into their highest skills and abilities, to achieve desired results.

• Accountability—

Demonstrates personal responsibility. Holds self and others accountable for outcomes that are in alignment with the direction of the organization.

• Results Oriented—

Passionate about winning. Dedicated to achieving all-win solutions to situations.

RELATED COMPETENCY CATEGORIES:

• Management Controls—

Exercises necessary management controls to ensure the integrity of the organization's processes.

• Professionalism—

Projects an image of maturity and integrity that creates credibility.

Focus and Discipline

SUMMARY

Solid skills in organizing and prioritizing are highly admired leadership traits. By strengthening these skills you strengthen your image within your organization, and, in particular, with the individuals you lead.

CONTEXT

As leaders acquire more authority, organizing and prioritizing daily, weekly, and monthly responsibilities becomes progressively more demanding. Leaders are challenged by keeping track of obligations, following-up on projects, attending to details, determining current status, and future planning. In addition, they are responsible for monitoring the same issues regarding their team members.

In this module, you take on the challenges that today's leaders face in staying on top of highly detailed management responsibilities, constantly changing workplace situations, and ever-broadening scopes of control. You study a model for prioritizing tasks that are tied to yesterday's events, today's main concerns, and tomorrow's preparation.

At the completion of this module, participants will be able to:

- Organize for results
- Organize and prioritize using the Past-Present-Future model
- Organize their schedule, work, and life

"We all have exactly the same amount of time, 1440 minutes per day. Clocks and calendars move at the same rate for everyone. So we cannot manage time, we can only manage ourselves and our priorities."

—Oliver Wink