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ELP Programme 2021

Personal Effectiveness Module 4

The key is not to prioritise what's on your schedules but
to schedule your priorities.

Stephen Covey

theculturexchange

Covid Guidelines:

- Respect 2 metre social distance at all times (tables, flipcharts, breaks)
- Protect your workspace and your folder items
- Only use pens, pencils, markers and blutac from your folder
- No sharing of materials
- Follow all hotel guidelines- including sanitising hands before entering room and when leaving the room.
- Stay safe and respect others
- Anything else to consider?

Welcome to the Emerging Leaders Programme

Module 4 – Personal Effectiveness

Programme Aim:

Building Resilience in the Midst of Challenging Circumstances.

Working Agreement:

- One voice at a time
- Phones/Laptops off (or on silent)
- Begin on time
- There is no such thing as a stupid question
- Confidentiality: What is said in the room stays in the room.
- Participate
- Encourage others to participate

Overview of Personal Effectiveness

- ✓ What should I be doing?
- ✓ When should I be doing it by?
- ✓ What is stopping me?
- ✓ What support do I need?
- ✓ How can I support myself?

The journey today….

Your working day and sharing of information

Circles of Influence and Concern

Vicious Cycles and Victory Cycles

Building the Resilience to be Effective

Score your working day

Your working day…

- What is getting in the way of scoring 10/10?
- What bothers you?
- List your concerns/issues/challenges
- What steals your time:
    - Personal?
    - Organisational?

Your working day…

- What feelings and emotions are triggered within you?

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Have your voice heard…

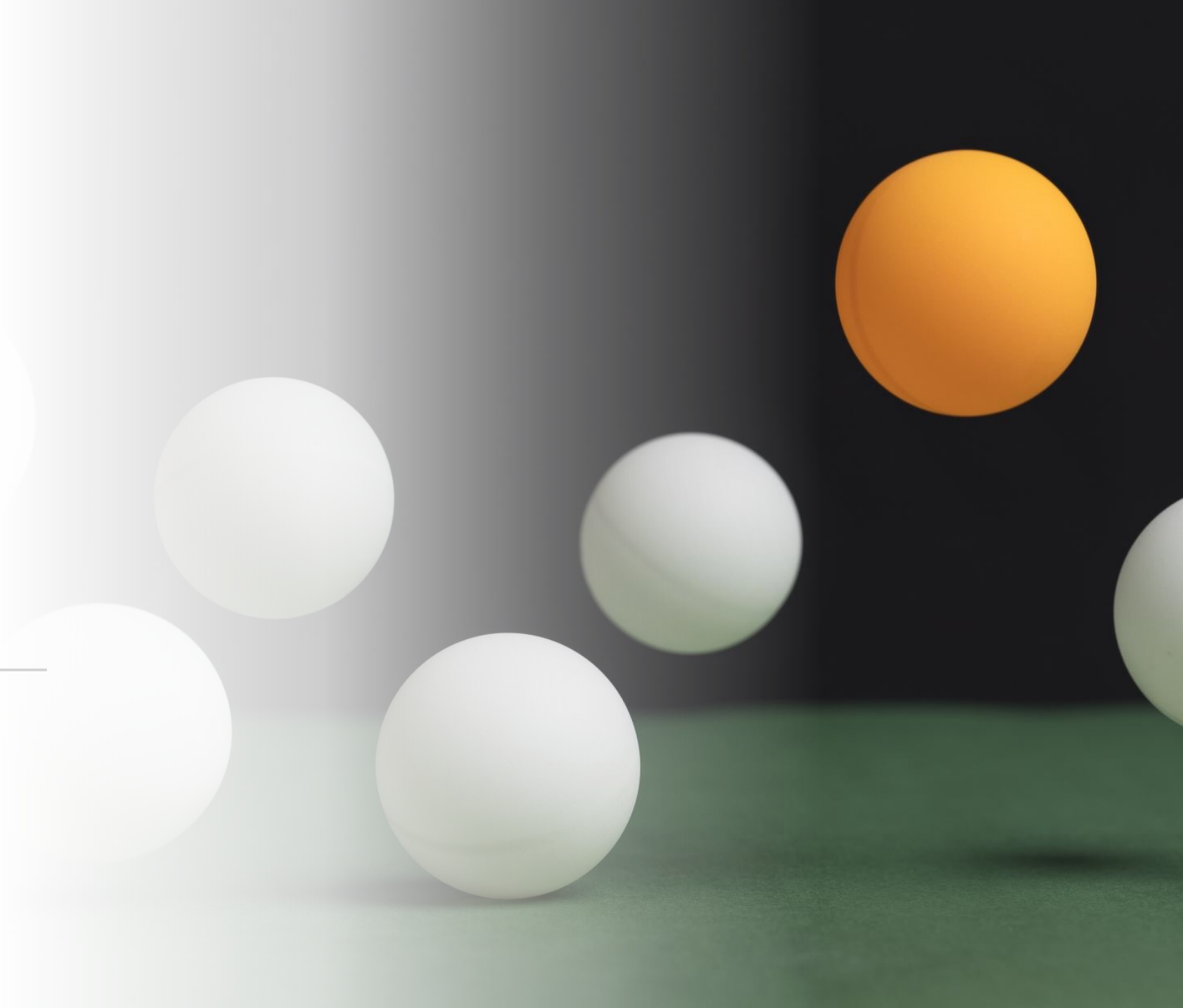
What is your day-to-day reality?

An opportunity to share with senior leaders…

For me to be effective:

- I *need* this to change…
- I *want* this to change…
- These are the additional resources required…
- I need to escalate this…
- I want to share this information…
- Clever solutions….obvious to you but not obvious to the business?

Make it a habit to build your resilience muscle



Resilience check?

1. The ability to think differently; identify limiting thoughts and beliefs.

2. The ability to re-frame difficulties as challenges to overcome, rather than insurmountable obstacles.

3. Having access to a supportive network of friends and family; talking out your worries.

4. Identifying what you can control and influence; and expending your energy on that.

5. A positive view of yourself - Being able to focus on your strengths and building on those. Recognising progress and using this to build positive self-esteem.

6. Self care- looking after yourself with exercise, healthy eating, sleep, relaxation and recreational activities. Coping with stress in healthy ways, and avoiding harmful coping strategies.

7. Helping others.

8. Finding positive meaning in your life, despite difficult or traumatic events.

9. Viewing yourself as resilient, (rather than as a victim.)

10. Seeking help and resources when necessary.

How we create Internal States…

STATES

CHOICES

BEHAVIOUR

How we create Internal States…

Internal dialogue

Visualisations

Physiology

Using your 5 senses to bring your awareness into the Now…

Cognitive Distortions

Aaron Beck- psychiatrist

Cognitive Distorted Thinking

1. **Polarised Thinking…**if I don't get this right I've failed
2. **Overgeneralisation…**always/never
3. **Mental Filtering (specific focus)…**only focusing on one thing
4. **Discounting the Positive…**I am good at X but anyone can do that
5. **Mindreading…**I bet he thinks that presentation was no good

Cognitive Distorted Thinking

6. Catastrophising...it's all going to go wrong/off schedule

7. Emotional Reasoning...I'm so worthless there's no point in trying to…

8. 'Should' statements...should rather than could

9. Labelling (people)... She's so aggressive because she was short with me

10. Personalisation and Blame...he looks annoyed, I must have done something wrong

Internal Dialogue Awareness

What I notice about my internal chatter is…

In the work environment it is the strongest when I am….

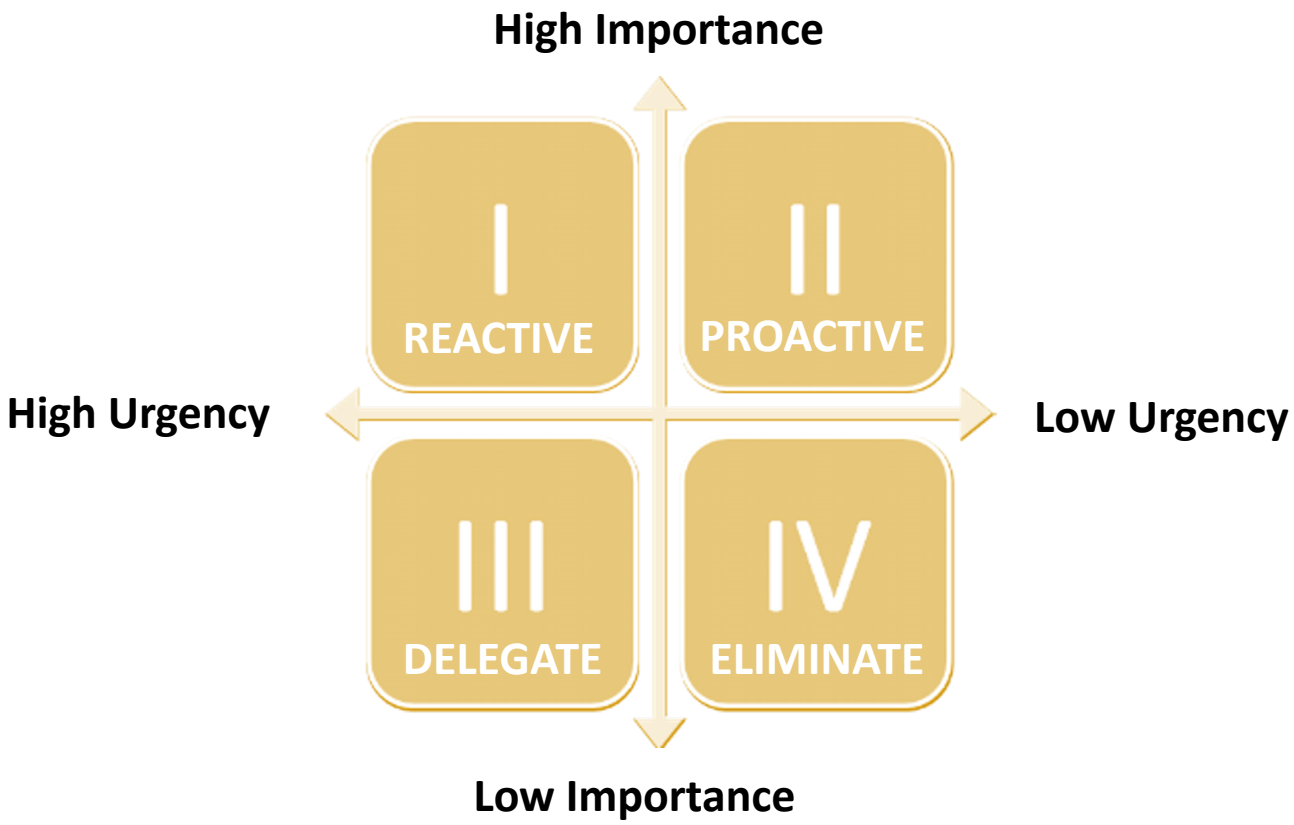
The key words and phrases that occur are….

When the internal chatter is strong I feel….

Sometimes I can ignore it by….

How does it serve me?

Covey Action Priority Matrix



Homework

How can the information in today's session help you to become the Leader that you want to be?