

## Trouble Shooting A Stagnant Meeting

Be ready to propel a meeting forward when it hits trouble spots. Here are three classic meeting problems and how to solve them:

► **Problem:** *"We always peter out."* **Solution:** End the meeting on a high note. If 17 minutes into the meeting, you reach the climax of the gathering, stop the meeting there. That way everyone walks out revved up—and more productive.



► **Problem:** *"Everyone's bored out of their minds."* **Solution:** Make attendees laugh. Here's a trick from Sheldon Arora, CEO of Esoftsolutions in Plano, Texas: The last person into the room at the monthly companywide meeting has to tell a joke. It loosens up the room and fills the seats on time.

► **Problem:** *"No one retains a thing."* **Solution:** Do a five-minute recap at the end. You want everyone to leave knowing exactly what they're supposed to do. Clarify potential outcomes, outline next steps and make assignments.

— Adapted from *"Escape From Meeting Hell,"* Patrick J. Sauer, Inc., [www.inc.com](http://www.inc.com). Troubleshoot a stagnant meeting

### On Leadership...

*"Leadership is the capacity to translate vision into reality."*

— Warren G. Bennis, PhD, Distinguished Professor - USC

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## Developing Time Conscious Attitudes and Goal-Oriented Habits

The first step in changing any habit is to identify the that habit you want to change. This is true for your time attitudes as well. Establish a period of time in which to analyze situations, your attitudes, behaviors, and outcomes. Evaluate your present time use. Take time to record exactly how you spend your time. This is usually an important discovery process. Most people have a very inaccurate understanding of how they actually spend their time.



Pinpoint precise behaviors that are incompatible with your vision, goals, and values. For example, if your goals are to do well in your job, which might mean getting promoted and getting a larger salary, but you keep making commitments to friends and family that keep you from doing really well at work, your behavior is not in line with your senior goals. If you learned as a child that the approval of others was important and you find yourself regularly agreeing to do more than you can handle well, your behavior is understandable, but may also be self defeating. Examine your attitudes and early conditioning to determine if a change in your thinking might well be useful. If you want to achieve outstanding success, but you put in minimal hours and exert only average effort, your behavior is inconsistent with your goals. Either change your goals to ones that will inspire you to change your behavior, or change your behavior by developing new habits that will get you to your goals.

*It is important to define the new habits that you may wish to develop.*

**Identify them as specifically as you are able.**

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# ONE MINUTE IDEAS

## Lessen Crisis Management

Keep crisis management from dominating your day. After putting out a fire, routinely go one-step further by asking:

- What is the pattern here?
- Why did it occur?
- What can we do to avoid it in the future?
- Who can be trained to prevent it from happening?

Then put a plan into place to avoid the crisis next time.

— Adapted from *Don't Oil the Squeaky Wheel ... and 19 Other Contrarian Ways to Improve Your Leadership Effectiveness*, Dr. Wolf J. Rinke, [www.wolfrinke.com](http://www.wolfrinke.com)

*Always do your best. What you plant now, you will harvest later.*

— Og Mandino

*No man fails who does his best.*

— Orison Swett Marden

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For example, if you want to develop habits conducive to being successful in business, you might read biographies of business leaders or become part of a leadership development program. You might also seek out a mentor to learn more of what it takes to be successful. In other words, find what skills you will need and develop a plan to acquire them.

**Look for opportunities to practice and ask for help from others.** Let them know your goals. Acquire the discipline to concentrate on what you want to eliminate, what won't get you there. Be meticulous about your daily planning process. *PLAN TOMORROW BEFORE YOU LEAVE TODAY.* Both self discipline and self management are critical aspects of time management. Both of these can be developed. Focus on your rewards; they must exceed in value the price you will pay in effort, or you'll be inclined to revert to old habits. Once you decide to do something, give your word to keep at it until you win! Keep your word. Take responsibility for your own success or failure. Recognize the difference and the value of a long term benefit rather than momentary gratification.

**Develop a winner's attitude.** Think positively about your opportunities, your potential, your ability to achieve your goals, and your right to success. Focus your thoughts. Train yourself to seek solutions, not place blame, and to focus on what you can control, not on what you can't. If you break an iron rod at its weakest point and weld it back together again, the weakest point becomes the strongest point.

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## Why Have A Coach?

What if you could identify your inner motivation to achieve more of your goals more often? How would your life be different if you developed a keener sense of purpose?

A professional coaching relationship creates value through a powerful, highly tuned process of communications and problem-solving that is “co-creative” between coach and client. It focuses totally on the client's interests, challenges and goals. Coaches help you improve performance and enhance the quality of your life. Great coaching helps you self-coach more effectively, not simply by helping you solve problems; it transforms the way you solve them. Coaching will not simply improve your life; it will transform the way you live.



Clients and coaches achieve more significant results together than either could achieve alone. While some people hire coaches purely for incremental growth, increased wealth or reformation, great coaching asks transformational questions. Instead of creating or developing the potential of the person being coached, effective coaching reveals and releases untapped value.

If you recognize that you may have untapped potential, suspect a “blind-spot” in your professional or personal relationships, or simply want help in moving from “good to great,” coaching may be for you. You may be ready for a coach if you seek a safe space to expand your thinking with someone who will listen and respond rather than advise or try to “fix” you.

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