

enable

Unlock the potential of your business software

The word "enable" is written in a teal, lowercase, sans-serif font. It is framed by two pink arrows: one above the letters 'n' and 'a' pointing to the right, and one below the letters 'e' and 'b' pointing to the left.

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Prioritising What Matters

Cat McManus | Group Chair, Vistage

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Does anyone recognise these statements?

I'm too busy doing the doing!

I haven't got time to train X

I'll get to 'strategy' when my to-do list is smaller

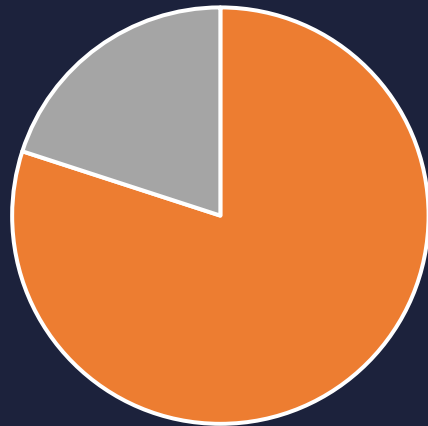
There's too much to do

I can't delegate, it's too important, or it's faster if I do it myself



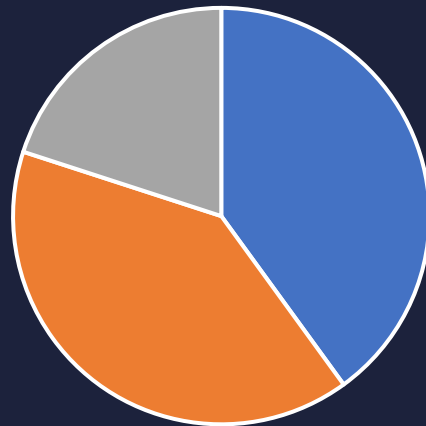
Doing the Doing or Managing the Doing?

Junior Role



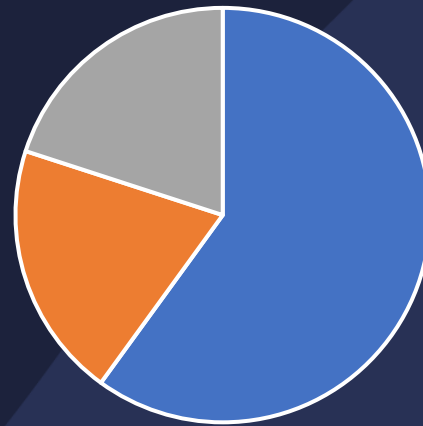
■ Managing ■ Doing ■ Other Stuff

Emerging Manager Title



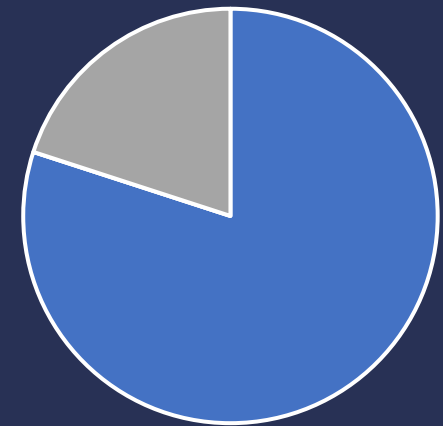
■ Managing ■ Doing ■ Other Stuff

Middle Manager



■ Managing ■ Doing ■ Other Stuff

Senior Manager



■ Managing ■ Doing ■ Other Stuff

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What's on your plate?

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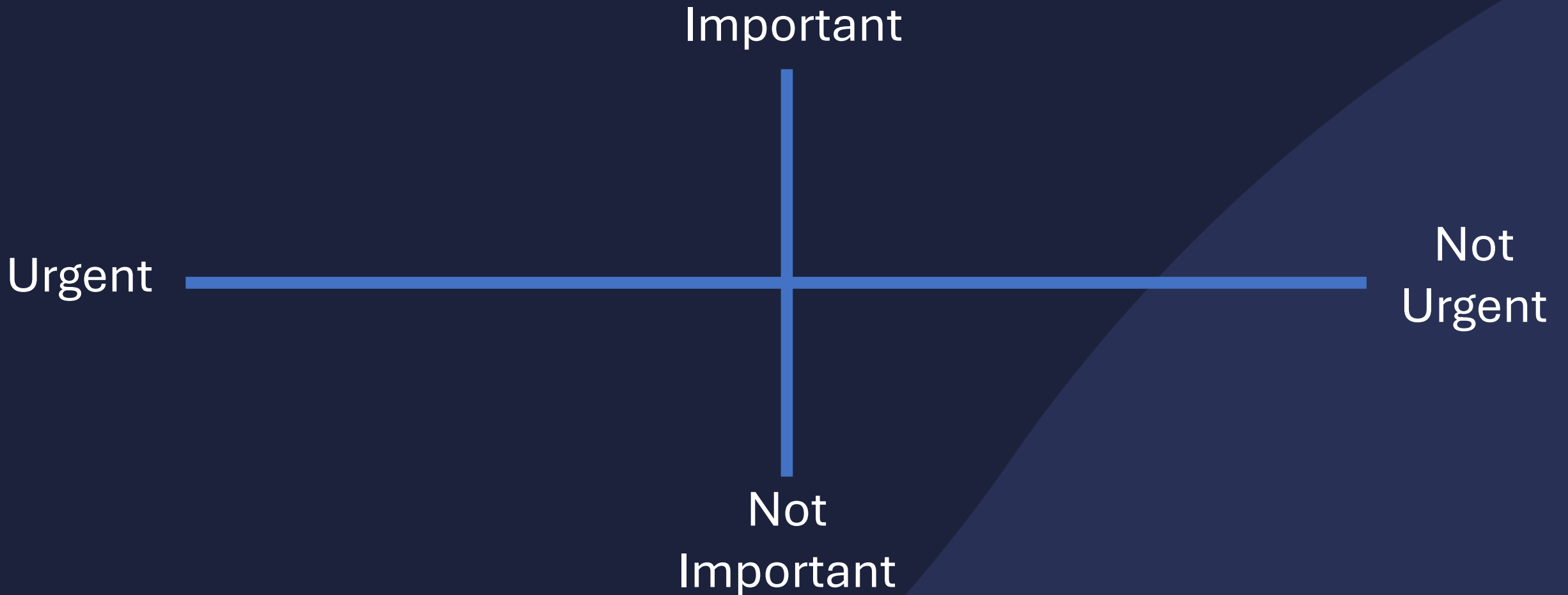
Literally.....



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The Eisenhower Matrix

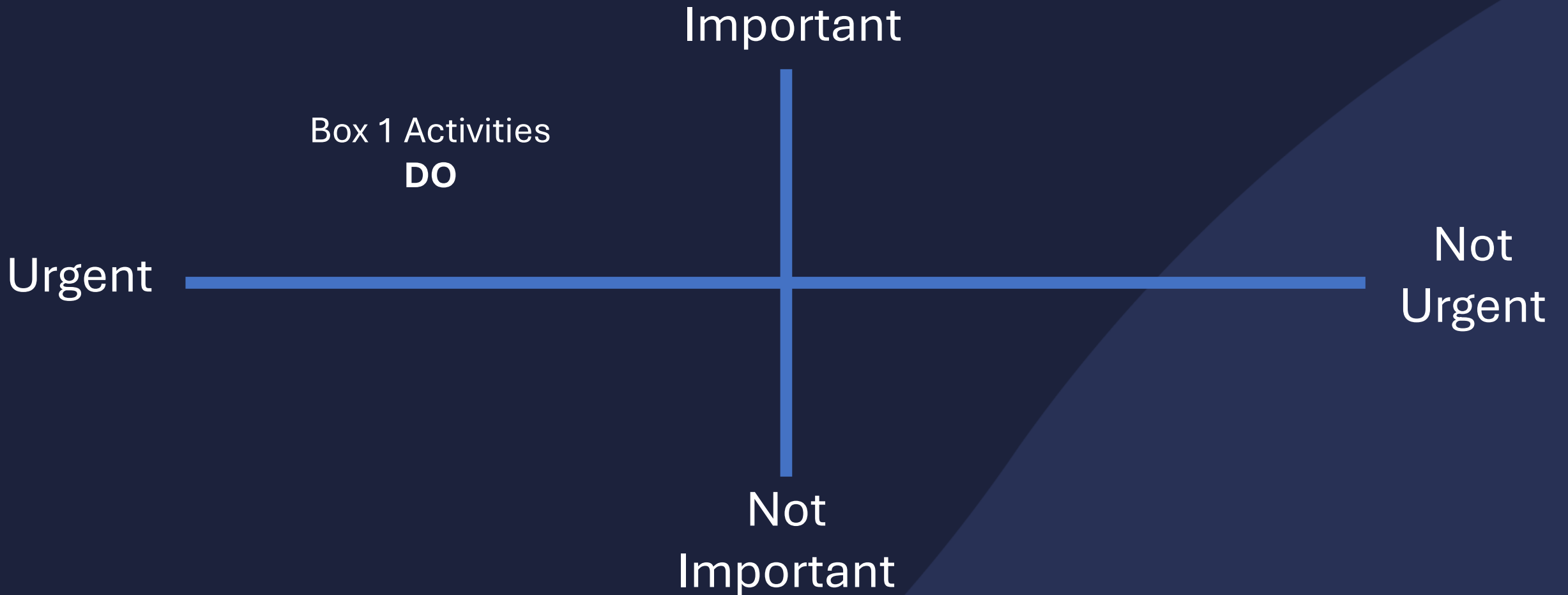
A way to be more productive and eliminate time wasting activities



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The Eisenhower Matrix

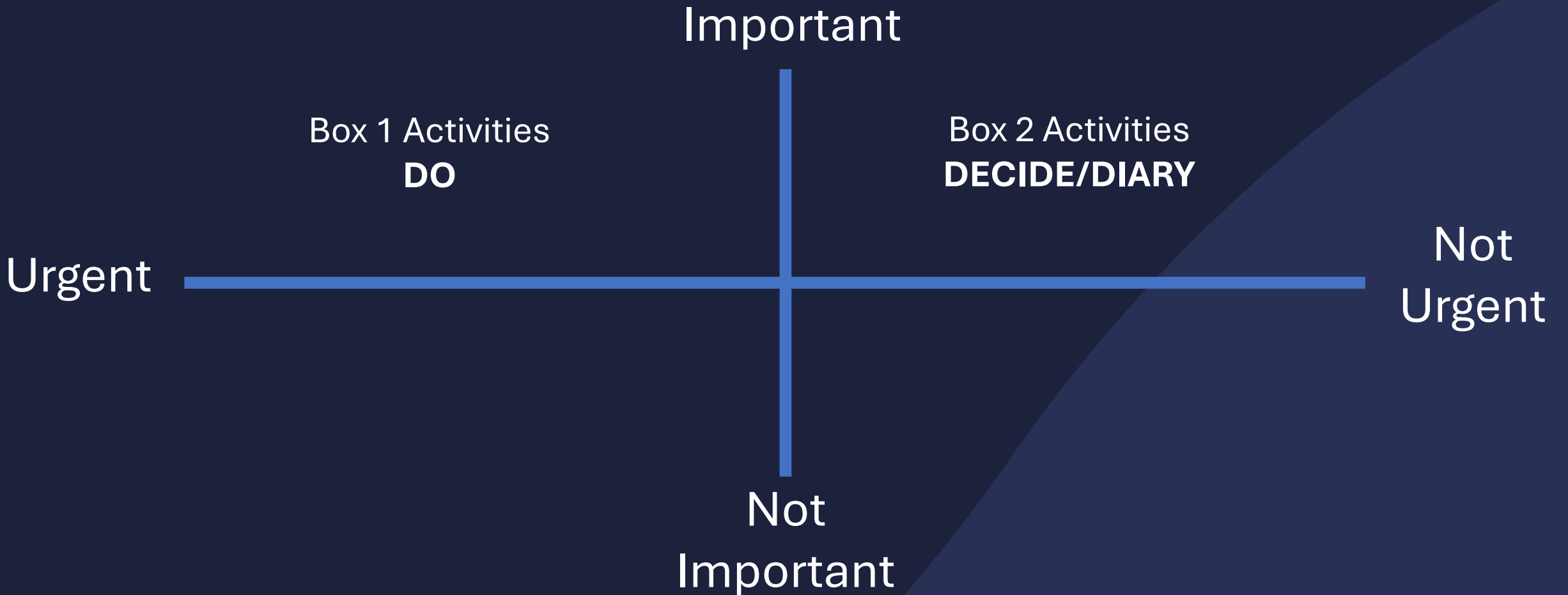
A way to be more productive and eliminate time wasting activities



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The Eisenhower Matrix

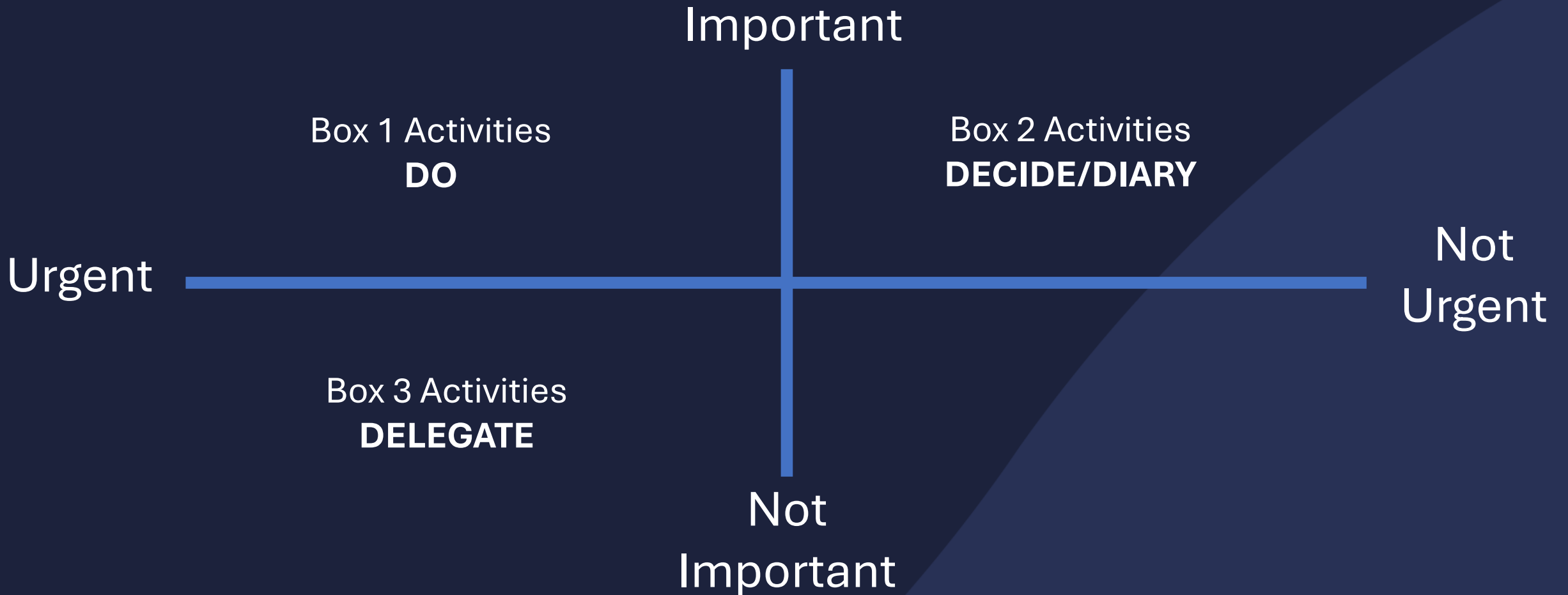
A way to be more productive and eliminate time wasting activities



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The Eisenhower Matrix

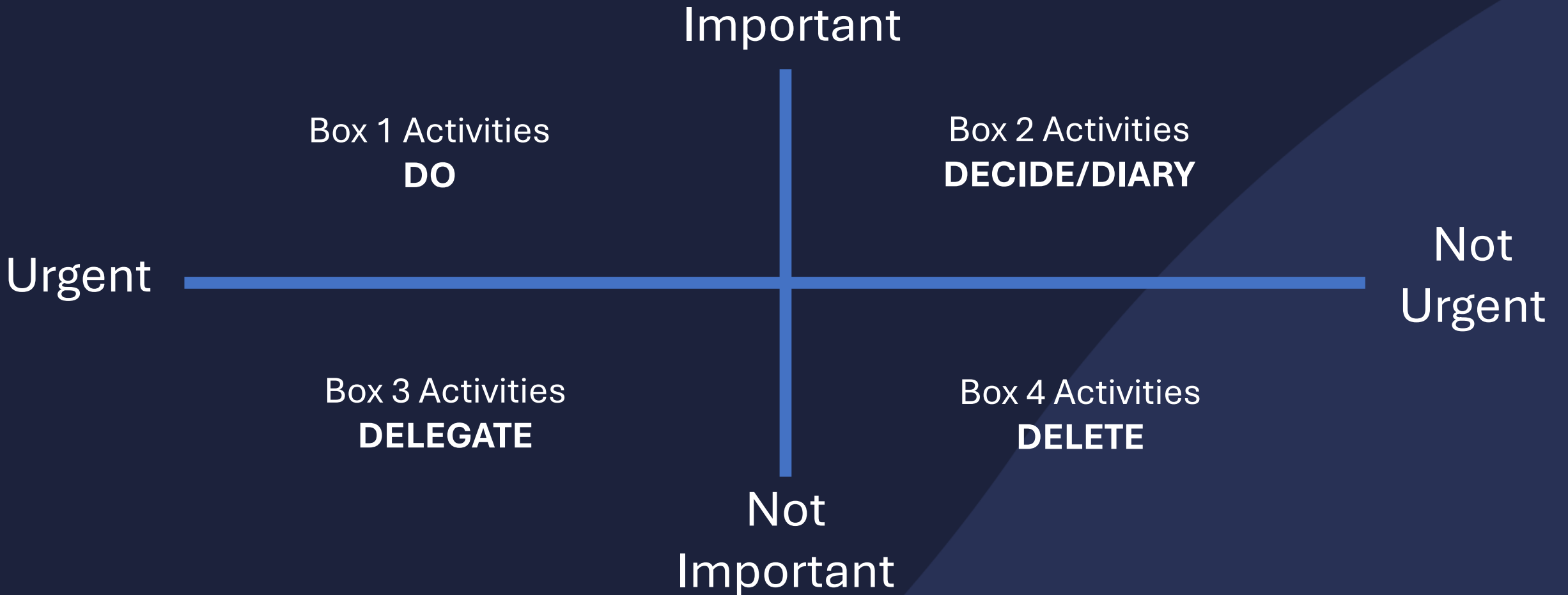
A way to be more productive and eliminate time wasting activities





The Eisenhower Matrix

A way to be more productive and eliminate time wasting activities





Let's consider some examples

Box 1 Activities

- Crises
- Many deadline driven projects
- Fire fighting – people (customers, staff, suppliers) at your door/on your email/on your phone
- System breakdown
- Make the sale / cut the deal
- Serve the customer



Let's consider some examples

Box 3 Activities

- Other people's priorities
- Interruptions
- Many phone calls
- Many emails
- Some reports
- Some meetings
- Activities you should delegate
- Many pressing, popular matters



Let's consider some examples

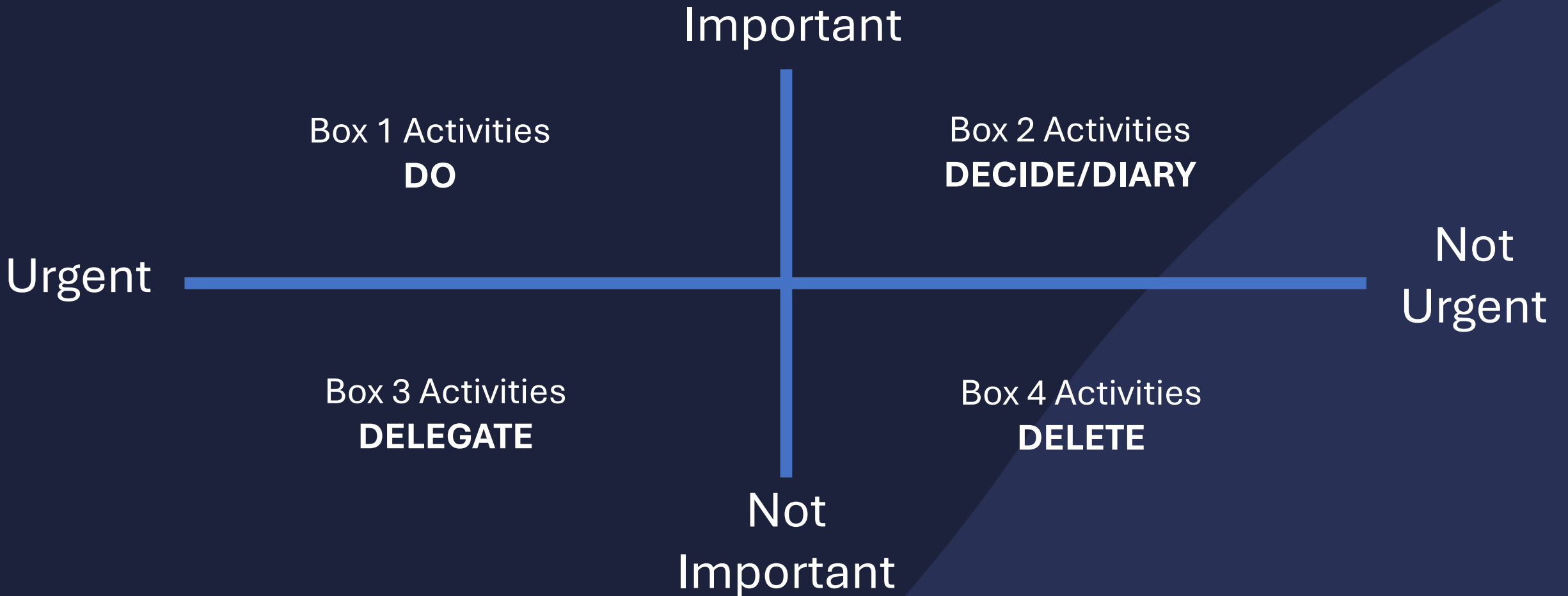
Box 4 Activities

- Gossip
- Procrastination
- Busy work/trivia
- Trash TV/channel surfing
- Excessive social media, internet, surfing, gaming
- Avoidance activities
- Keeping “busy” (escape activities)



The Eisenhower Matrix

A way to be more productive and eliminate time wasting activities





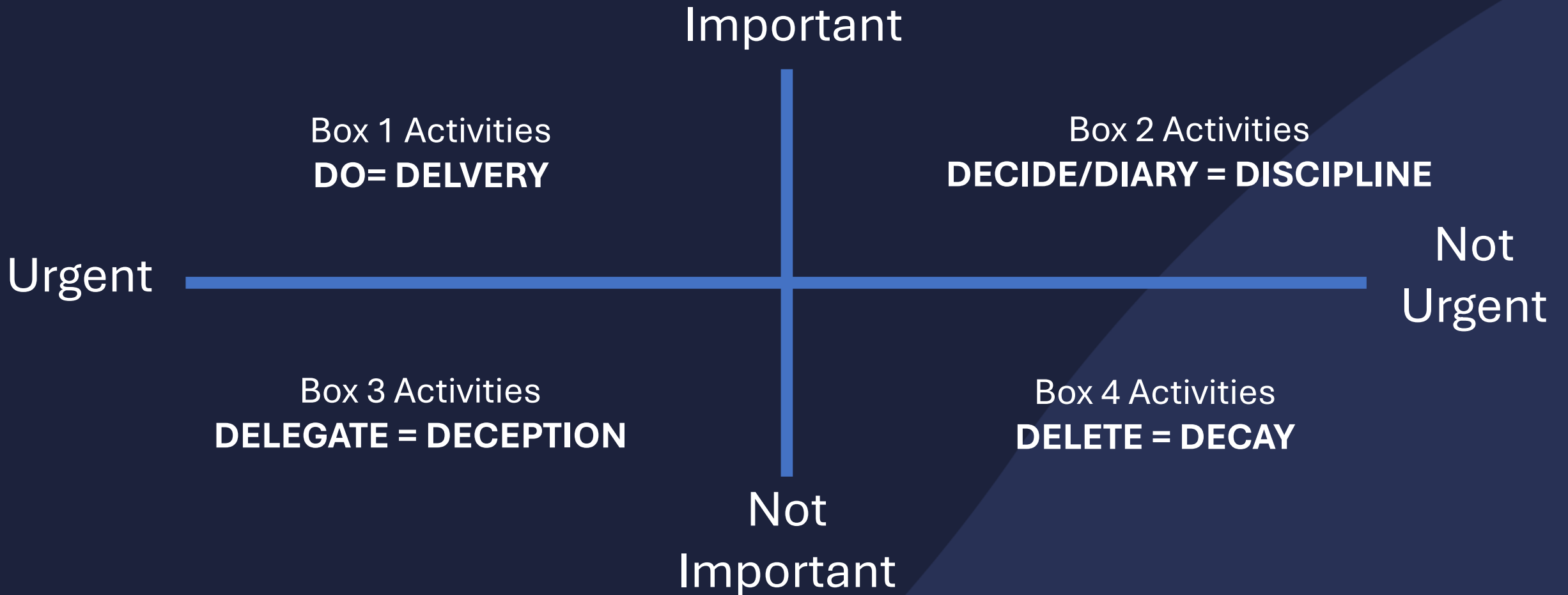
Let's consider some examples

Box 2 Activities

- Long term strategy/investing
- Planning/prevention and preparation
- Relationship building
- Learning/personal development
- Health - exercise/wellness
- Thinking time
- Quality time with friends/family
- Maintenance activities
- Spiritual disciplines

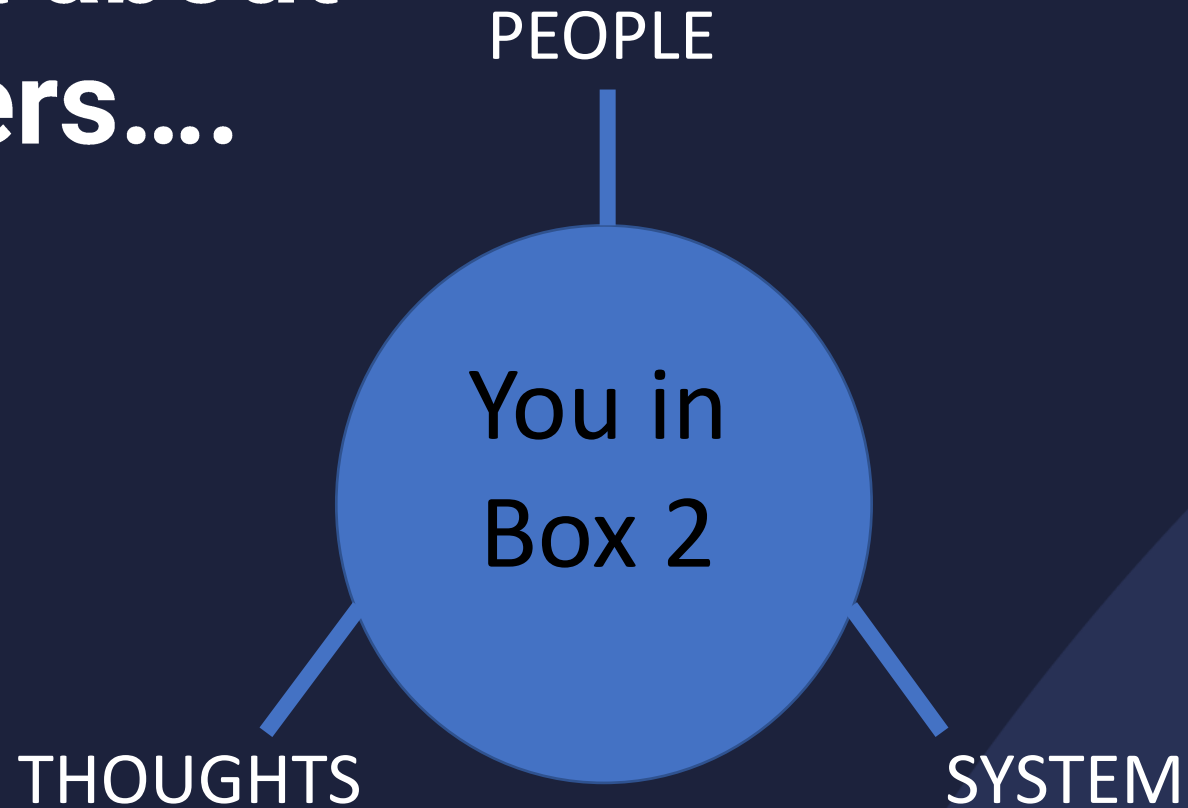
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The Eisenhower Matrix – My Take



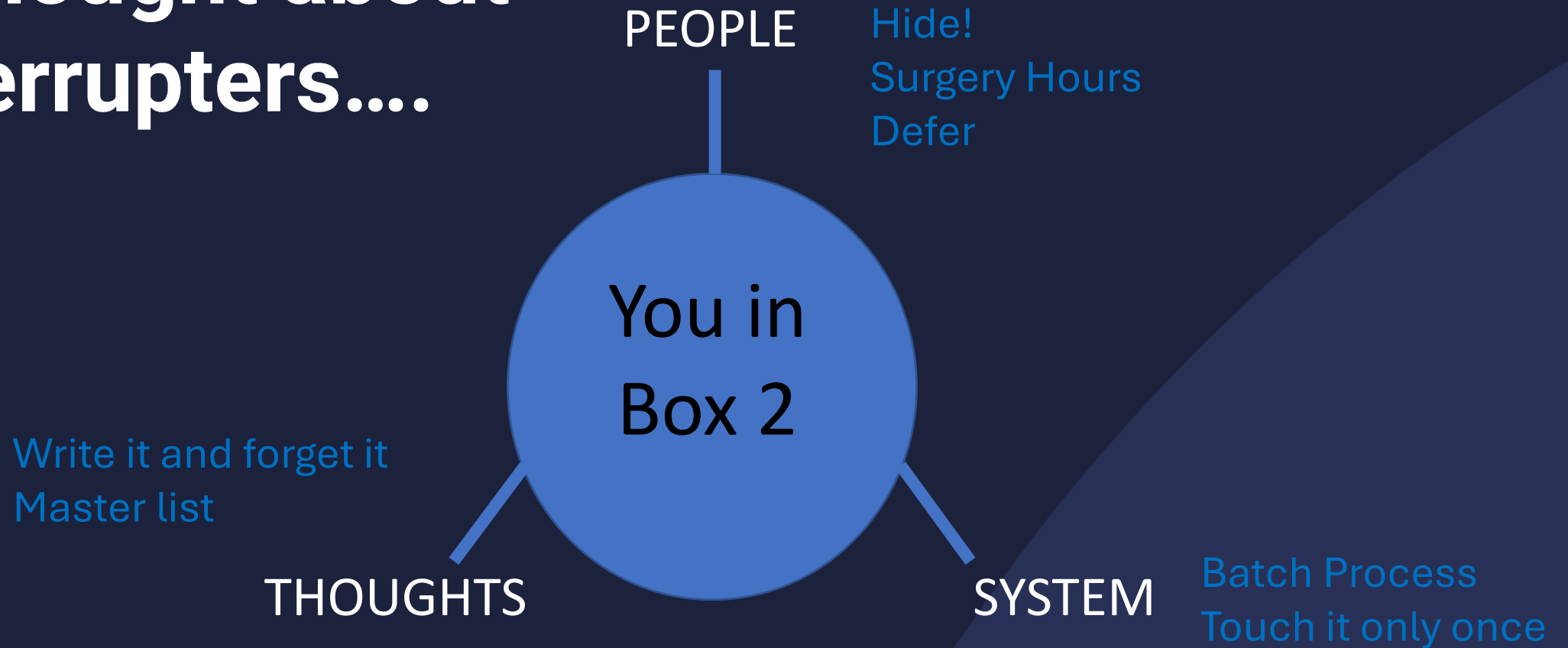
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A thought about Interrupters....



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A thought about Interrupters....



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**Back to what's on
your plate.....**



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