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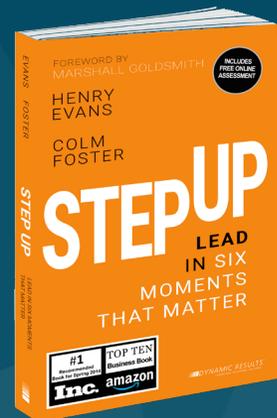
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Resources:

Step Up

Lead In Six Moments That Matter



The Seesaw of Emotion vs. Objectivity

Objectivity

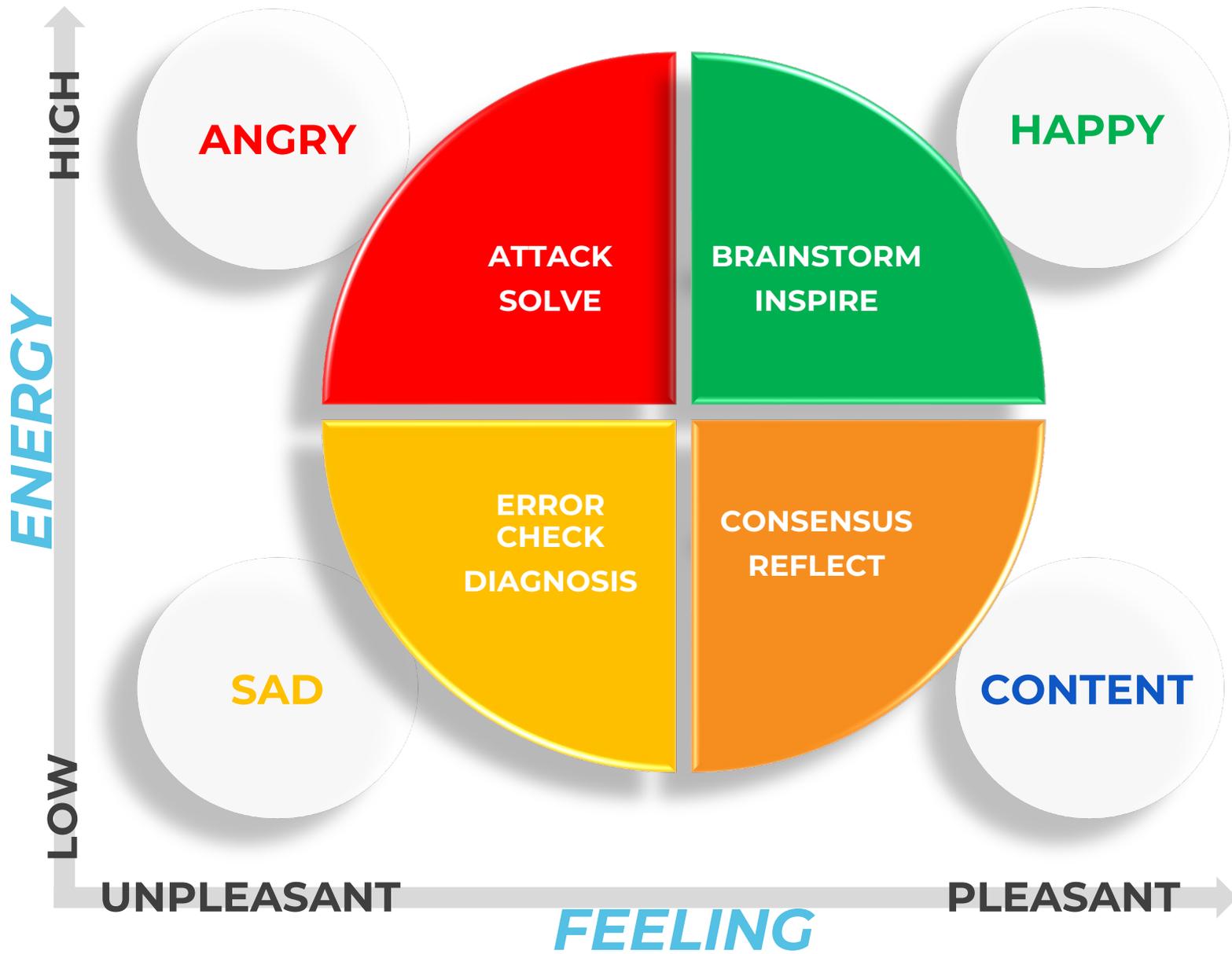


Emotion



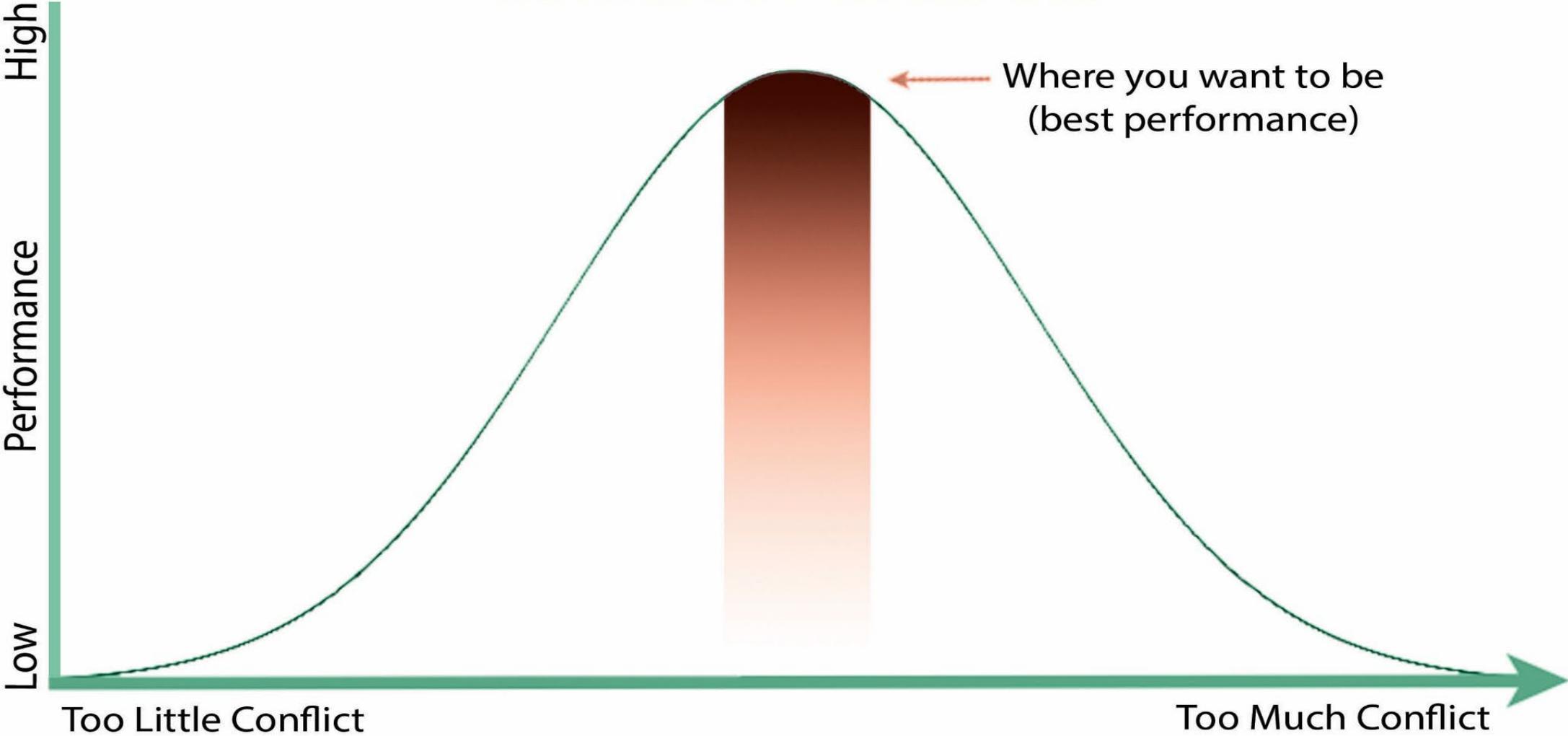
Use Emotions to Facilitate Thought

- Emotions influence both **what** we think, and **how** we think
- Match emotion to the task
- Feel what others feel



Source material, David Caruso, used with permission

Conflict Parabola



To watch video, click the link

Attack the Idea (or Behavior), Not the Person

Business Demands



Tasks Addressed

Determining Priorities

What to **execute**, **delegate** and **eliminate**

Business Demands Initiatives and Projects

- What is the *urgency of the outcome*?
- What is the *value of the outcome*?
- What is my capacity to deliver at best? And, at worst?
- Who else might be better suited for the ask?
- What can I eliminate to make more capacity?
- Is the ask absolutely necessary?
 - If so, how long can the ask wait?

Priority Quadrants

Accomplish what is most important

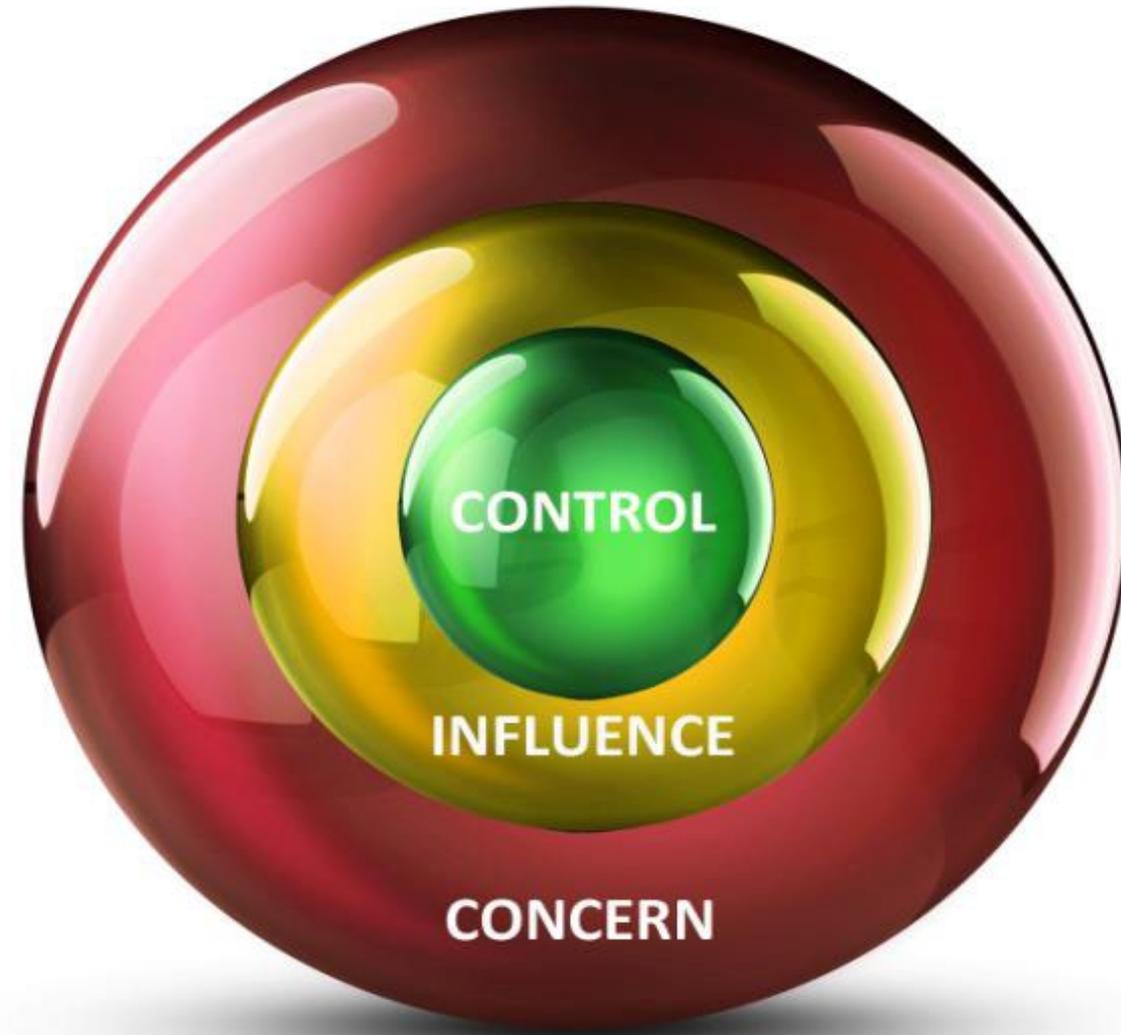
STARTING DATE: _____

1 PRIORITY First priority this week	2 PRIORITY Next priority this week	3 PRIORITY Next priority this week	4 PRIORITY Next priority this week
NEXT STEPS Details on what needs to be done	NEXT STEPS Details on what needs to be done	NEXT STEPS Details on what needs to be done	NEXT STEPS Details on what needs to be done

ENDING DATE: _____

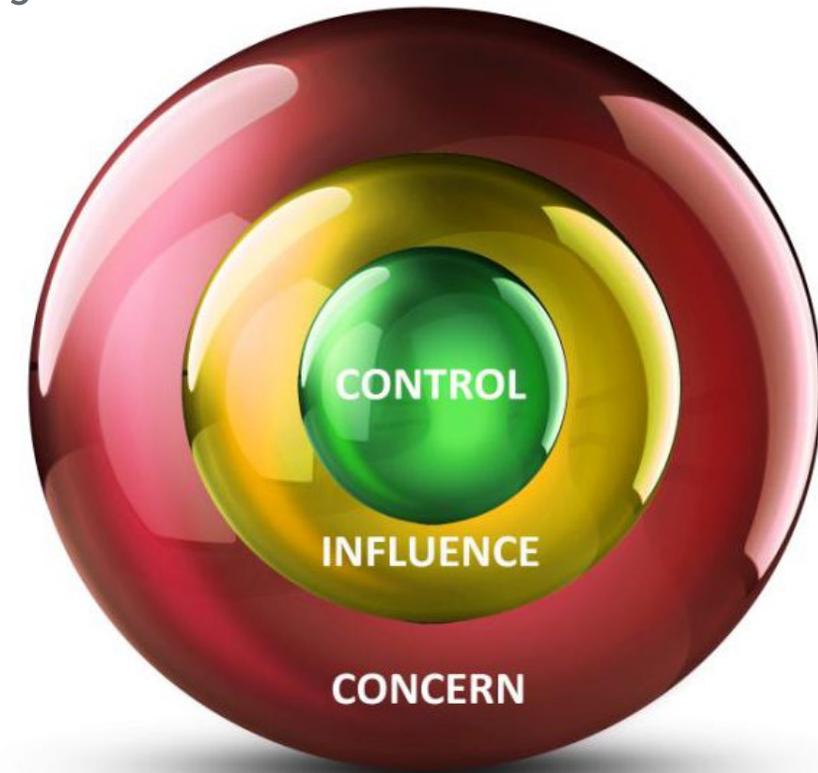


Circles of Control | Influence | Concern

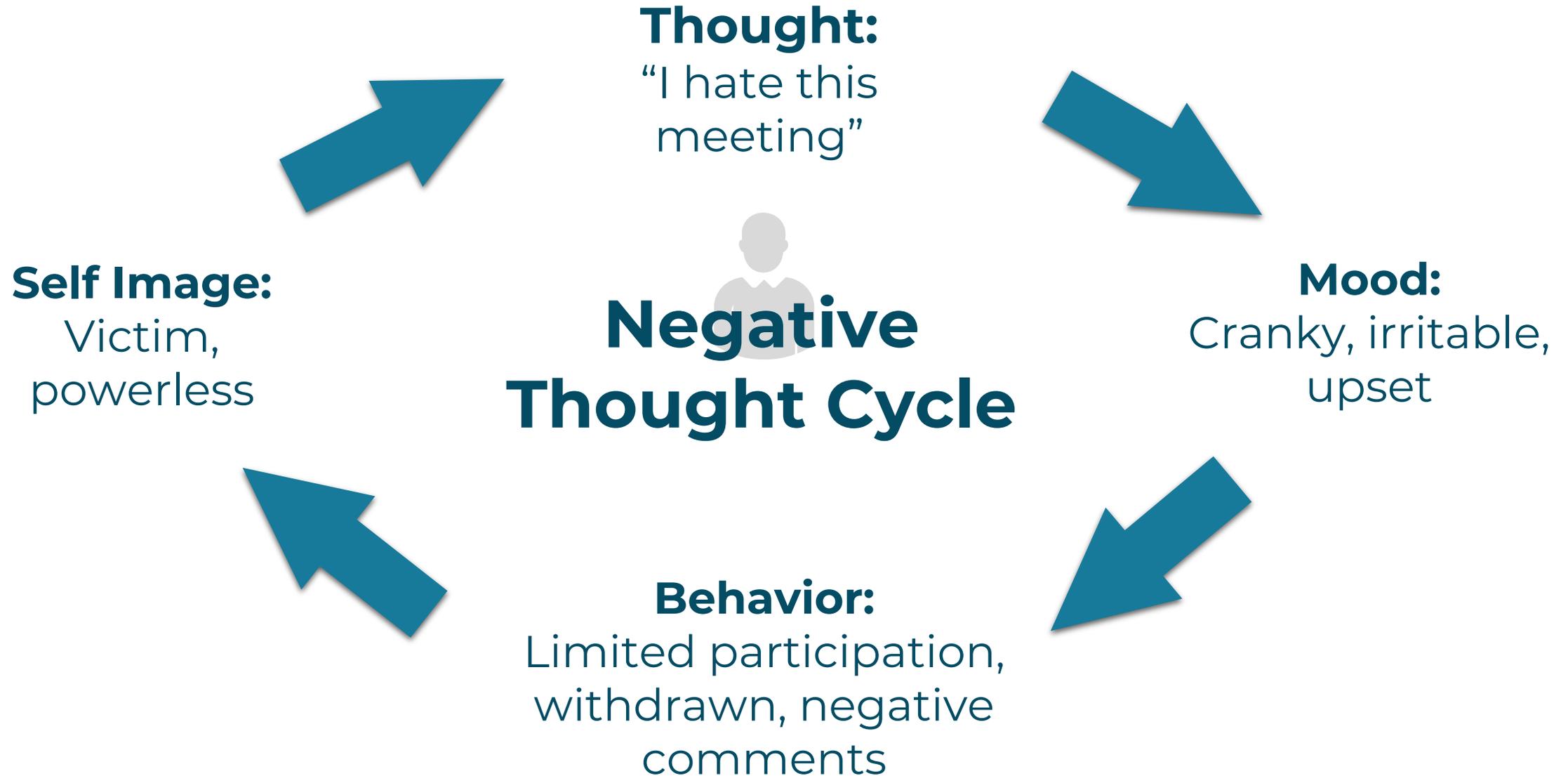


Projects | Decisions | Relationships

- Control
 - Act where you have authority and responsibility
- Influence
 - Accomplish where you have sway
- Concern
 - Accept what you cannot change



Choose Your Thoughts



Choose Your Thoughts



To watch video, click the link

State It Once™