

Work Smarter: Live Better from reactive manager to proactive leader

Cyril Peupion

Primary Asset Consulting Education



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Work Smarter: Live Better

from reactive manager to proactive leader

Cyril Peupion
PAC

City Mutual Building,
Level 9, 66 Hunter Street
Sydney NSW 2000

t: 02 8227 1200

f: 02 9238 0180

www.primaryasset.com.au

Institute of Public Administration Australia (WA)
8 September 2011

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Some Facts...

2.1 hours per day consumed by interruptions

70% of cc emails have no relevance for receivers

34% of worker check their emails constantly

6 weeks per year looking for information we already have

60% of time spent on activities which will have no impact long term



Most people have never been taught how to work!



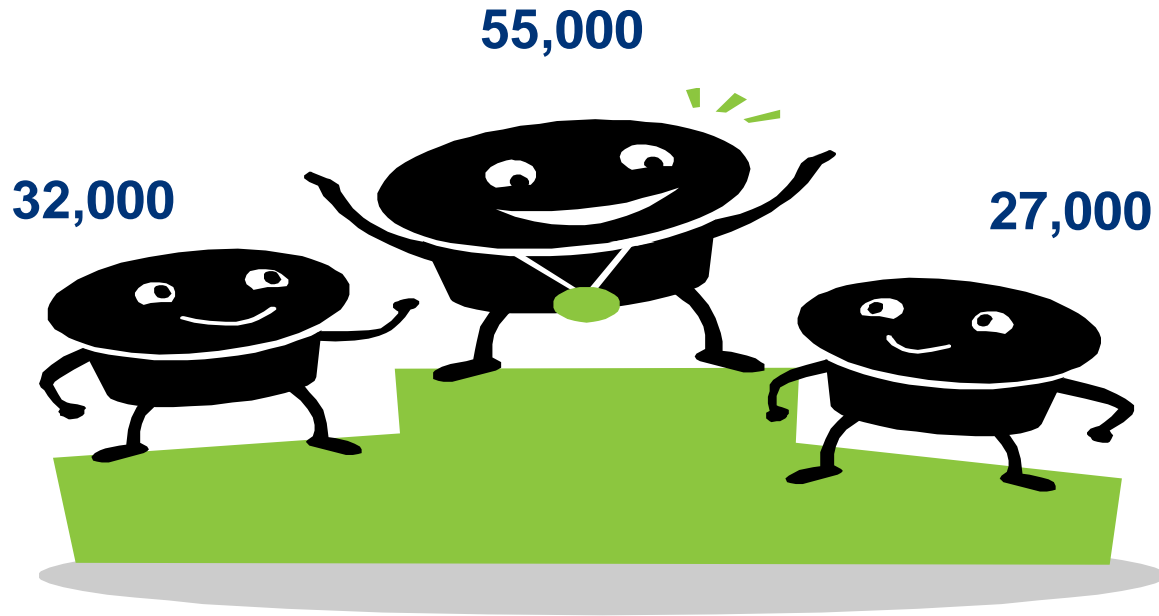
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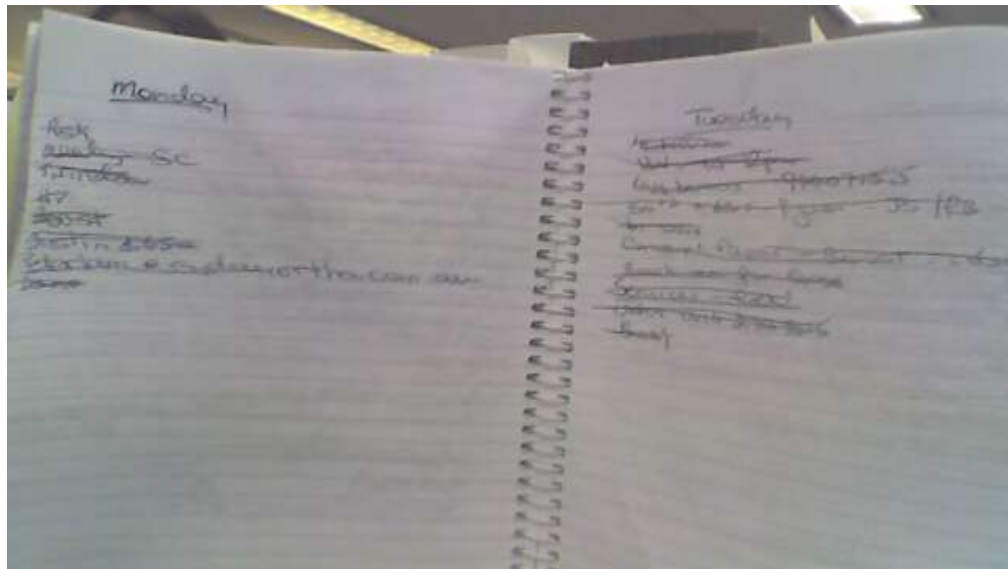




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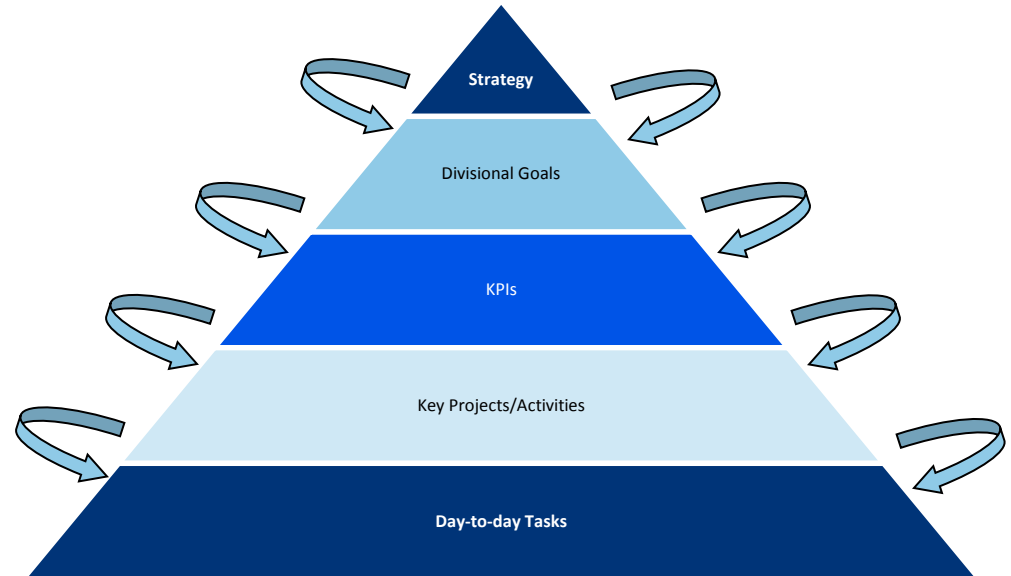
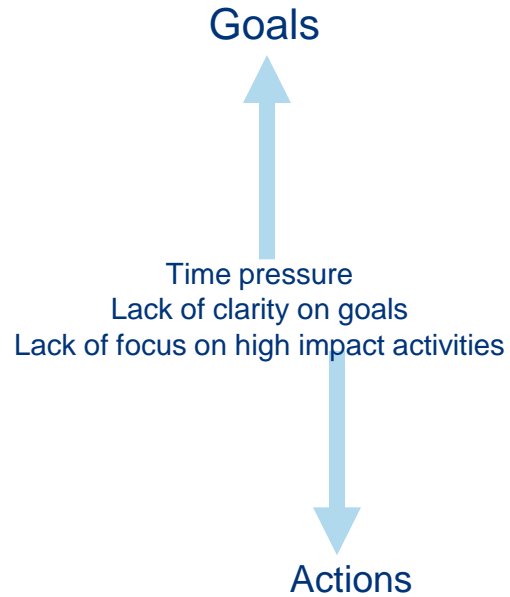




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Execution – The GAP between Strategy & day-to-day Activities





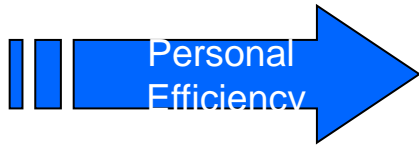
And we wonder why 66% of Corporate
Strategy is never executed!



*“70% of strategic failures come
from poor execution of leadership;
...it’s rarely for lack of smarts or visions”*

Larry Bossidy – ex GE Exec and CEO Allied Signal

Dr. Ram Charan – board and executive adviser



Do the things right -
The “how”



Do the right things -
The “what”



Personal Efficiency Lack of Focus



Interruptions

- ❖ decide on the importance
- ❖ batch communications (speak to)

- ❖ non-interrupt time
- ❖ turn off mobile / divert phone
- ❖ turn off emails

- ❖ be aware and respectful



Distractions – Clear Your Mind

- ❖ write it down
- ❖ use collection tools
 - paper or electronic
 - mobile – with you all the time
 - example: to do office / to do home / in transit
- ❖ focus on one task at a time
- ❖ clean desk policy



Personal Leadership

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Putting people first



Personal Leadership - The Key to be Effective

1. Be clear on your goals and high impact activities
2. Make them a must
3. Take massive actions
4. Review and change if necessary



Review & change

Goals



Think quarterly
Be clear on your goals & HIA



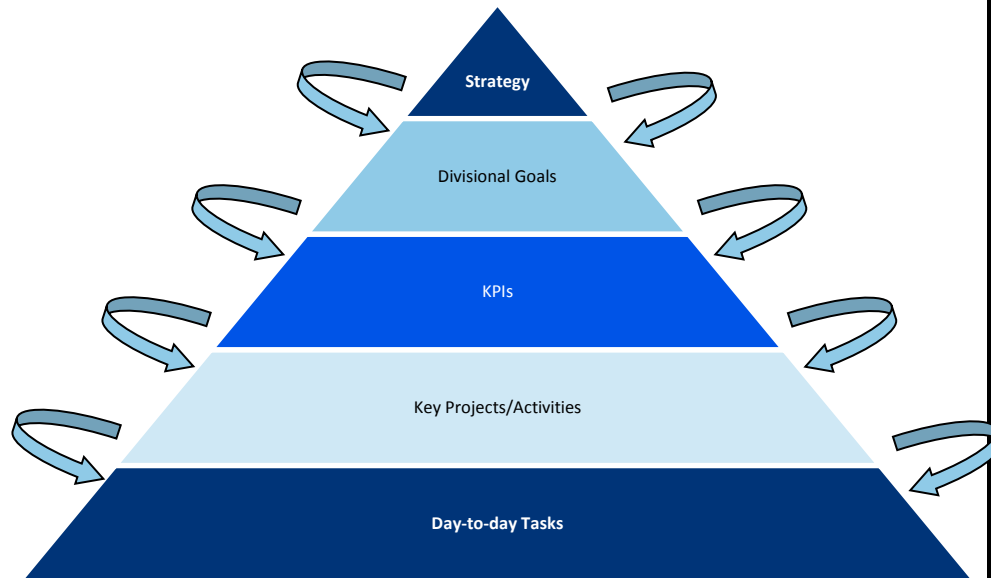
Plan weekly
Make them a must



Act daily
Take massive action



Actions





Plan Quarterly – Focus on High Impact Activities

What are the 2 or 3 projects / activities that if you did extremely well and did nothing else over the next 3 months would have a significant impact long term on your performance and the performance of your business?



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Plan Quarterly – Focus on High Impact Activities

What are the 2 or 3 projects / activities that if you did extremely well and did nothing else over the next 3 months would have a significant impact long term on your **personal life**?

Plan weekly

- ❖ Every Friday review and plan the following week
- ❖ Start with your big rocks in mind
 - review your compass plan / high impact projects
 - review your key projects plan
 - think of all the high impact activities
- ❖ Allocate each time slot to a project
 - book meetings with yourself
 - let me breathe
 - schedule unplanned / reactive time. be honest



For the past 33 years, I have looked in the mirror every morning and asked myself: “If today was the last day of my life, would I want to do what I am about to do today?”

And whenever the answer has been “No” for too many days in a row, I know I need to change something...almost everything

all external expectations, all pride, all fear of embarrassment or failure – these things just fall away in the face of death, leaving only what is truly important.

**Steve Jobs
CEO Apple Computer
Stanford University Commencement, 2005**

Contacts – Primary Asset Consulting

Head Office

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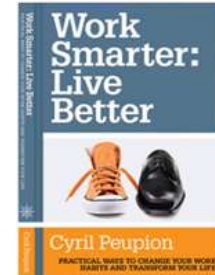
www.primaryasset.com.au

Cyril Peupion

Author of Work Smarter Live Better
Managing Director – PAC EPI

d: +61 (0)2 8227 1200

e: cpeupion@primaryasset.com.au





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