




BLUE PHOENIX RISING (PTY) LTD

“Life is like riding a bicycle, to keep your balance you must keep moving.” - Albert Einstein

YOU ARE THE SPECIALIST



List 3 to 5 things you are really good at in your given profession.
(Remembering your natural skills as well)

 List 3 to 5 things that really excites you about what you do in your given profession.



Memory Joggers

- Problem-solving
- Pace
- Diversity of clients



What processes within your role are working that you can build on?

Process	Improvement	Required TM	By when



Adapted with the permission by Center for Executive Coaching





Priority Management – Reduction of the Fires (Cooling)

Fires that keep coming up	How can I solve the root cause proactively?	Specific steps	By when



Time and Priority Management – Interruptions

True interruptions

How can I set boundaries about these?



Memory Joggers

- Time wasters
- Non-urgent requests that can be scheduled (immediately book into calendar to follow up)
- Non-urgent requests you can reschedule (immediately book into calendar to follow up)
- Excessive socialisation
- Checking e-mails and texts obsessively

Job related interruptions

How can I budget/block off time for these?



Memory Joggers

- Unscheduled calls from clients
- Issues that colleagues/team members must come to you for immediate authorisation or decisions
- Issues that your manager/team leader must come to you for immediate resolution



Insights and Ideas gained from this exercise



Next steps and by when

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