

Personal Productivity Tools



Clarity

“One reason so few of us achieve what we truly want is that we never direct our focus; we never concentrate our power. Most people dabble their way through life, never deciding to master anything in particular.”

– Anthony Robbins



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Clarity



What and Why

Your effectiveness is enhanced and sustained by creating clarity. You must be clear on what is most important. All of your efforts and activities align with what matters most. Be vigilant at eliminating those things that are NOT important.

Clarity creates focus and enables alignment, energy, and execution. The lack of clarity creates distraction, diffusion, and derailment.

How

The following key actions can help you create and sustain clarity:

- a. Know your vision, values, and philosophy.
- b. Align to who and what matters most.
- c. Know yourself.
- d. Set and use SMART goals.
- e. Hold focus discussions.

Your **Vision** and **Philosophy**

Your Vision



What is your vision of what you can and should accomplish?

1. Write a statement that captures what you feel YOU are all about. What is your cause, mission, purpose, and passion?
2. Does your statement clearly communicate what you are passionate about?
3. Is it consistent with your values?
4. Does it draw upon your unique talents and strengths?
5. Is it inclusive of your key stakeholders and their needs?
6. It is in alignment with what is expected of your team?
7. Does your vision inspire and does it create focus?
8. Will it guide you on a daily basis in what you decide to do with your time and how you do it?
9. To whom will you communicate your vision and how will you communicate it?

Your Philosophy

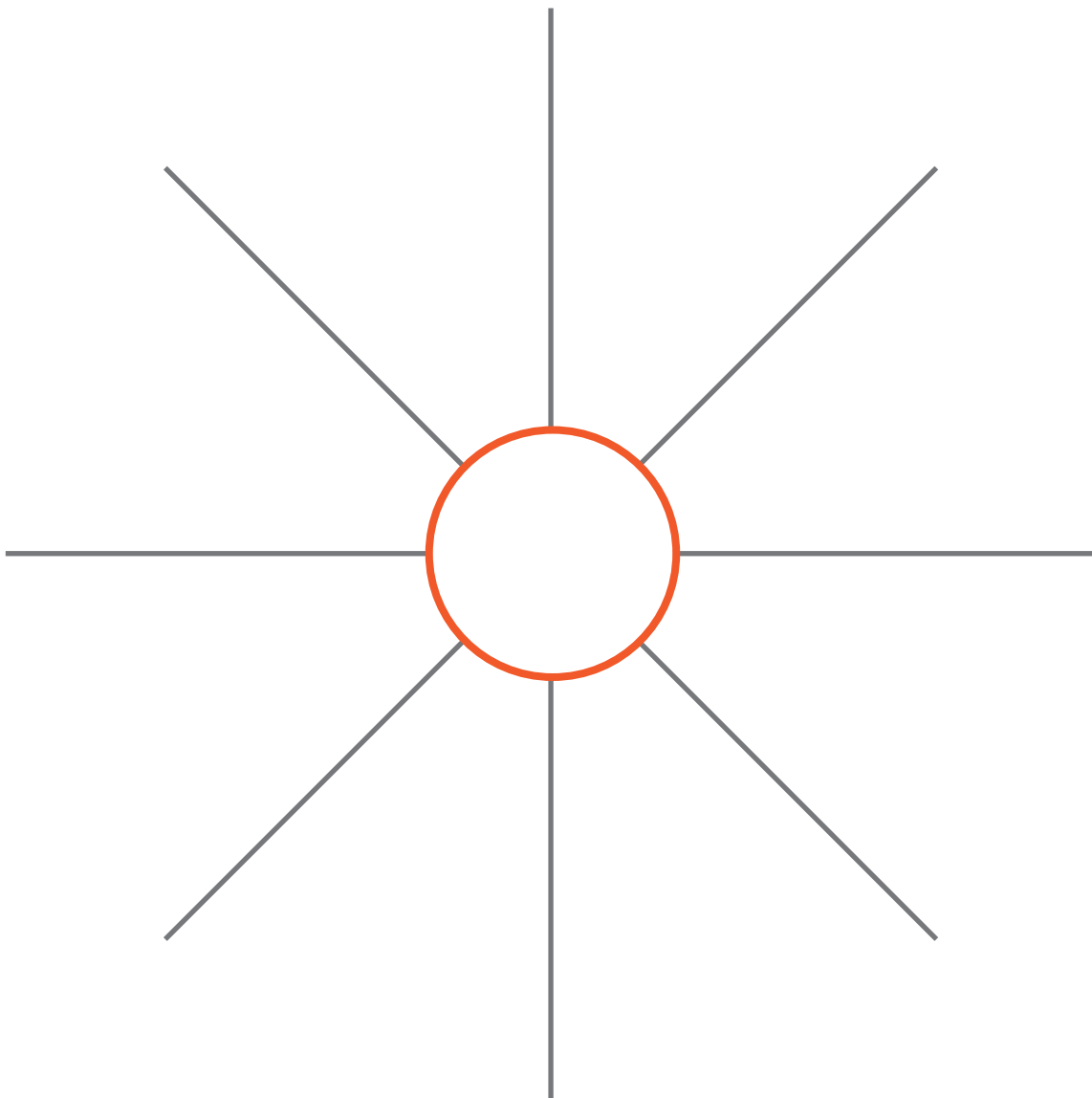


What is your guiding philosophy in how you will operate?

1. What do you know about yourself (your own values, your style, and your strengths)?
2. How would you describe your role?
3. How will people be impacted by associating with you? How will they be better off because of you?
4. What is your basic belief about what those you work with should need and expect from you?
5. How will you balance the need to “get ahead” with the need to sustain relationships?
6. How will you apply yourself to continuously improve your capacity to succeed?
7. How will you adjust your style to meet the needs of the people and situations in which you find yourself?
8. How will your personal values be manifest in your daily actions?
9. To whom will you communicate your philosophy and how will you communicate it?

Alignment

Who and what matters most to you?



Know Yourself

What are you good at?
What do you need to become good at?

Strengths	Needs

SMART Goals



SPECIFIC

- Does the goal help you focus on a specific result or responsibility?
- Is it clear who owns goal?
- Is the goal free from vague or confusing language?



MEASURABLE

- Is there a clear method for measuring progress?
- Is there a target that indicates what is required to meet the goal?
- Is it clear what is required to exceed the goal?



ATTAINABLE

- Can the goal be reached through sustained and consistent effort?
- Is the goal's timeframe realistic?
- Is it possible to exceed the goal's target?



RELEVANT

- Does the goal focus on desired results?
- Will the goal contribute to what matters most?
- Is it clear to you why this goal is important at this time?

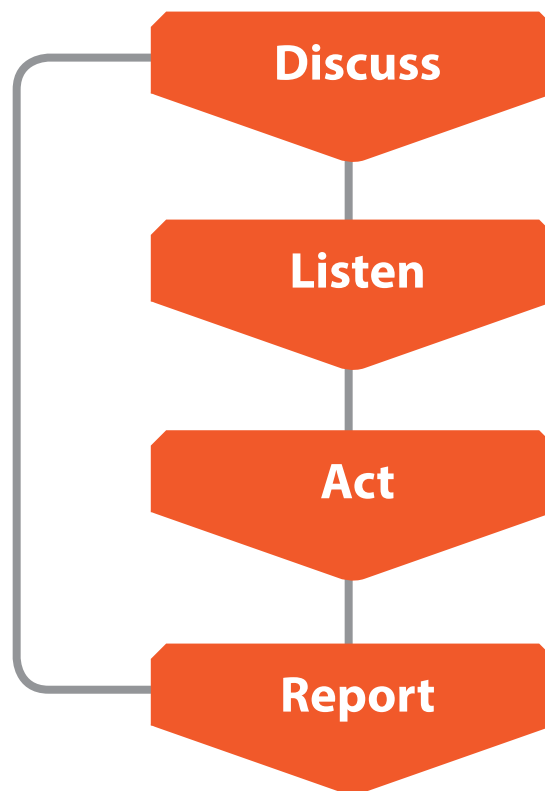


TIME BOUND

- Does the goal specify a deadline, time period, and/or frequency requirement?
- Does the timing allow for the goal to be achieved when results will be of greatest value?

Hold **Focus** Discussions

Hold regular discussions with one or two people who can help you gain clarity.



Clarity *Worksheet*



Clarity

Worksheet

Name

Date

My Vision

My Philosophy

Organization Alignment

What are the top priorities of my organization?	How can I best contribute?

Stakeholder Alignment

My Key Stakeholders	What They Need Most	What I Need Most

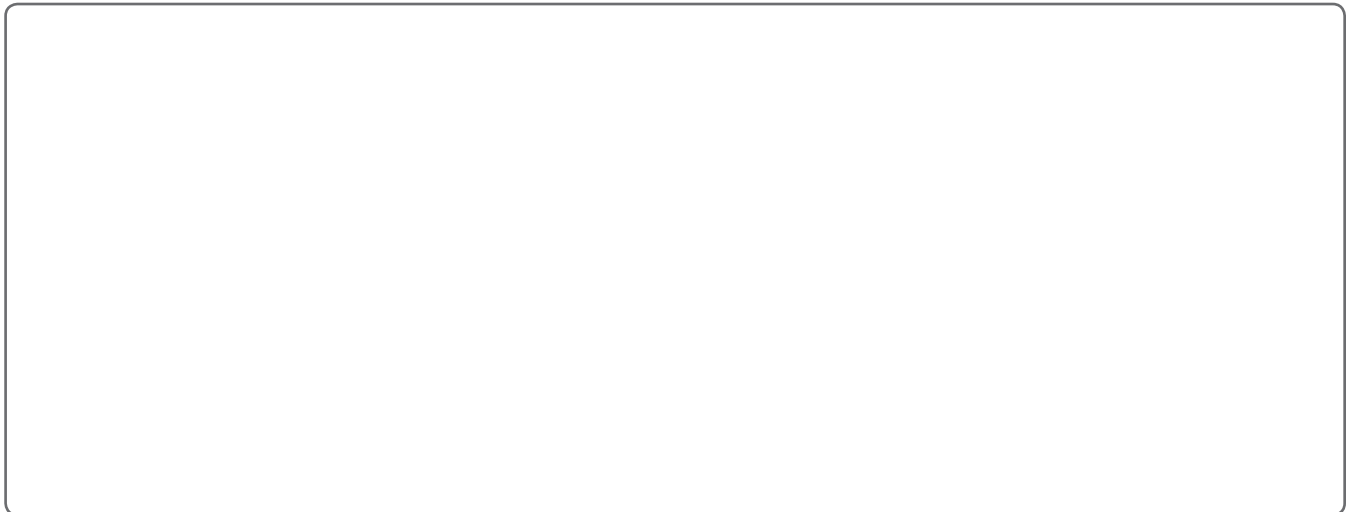
Role Description



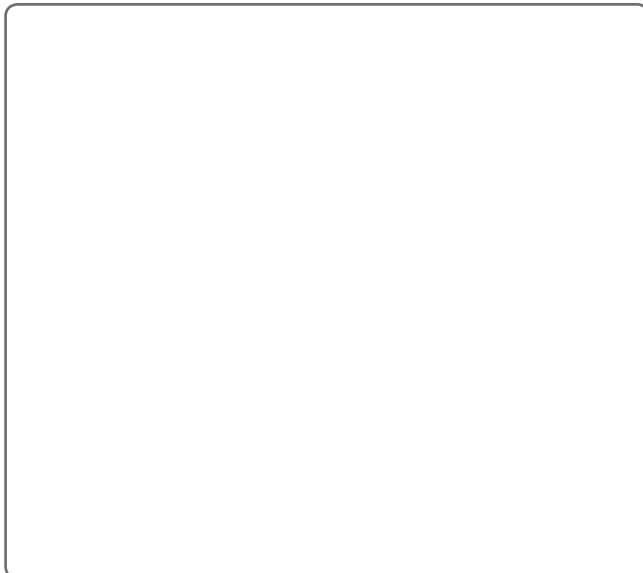
Vision / Unique Contribution



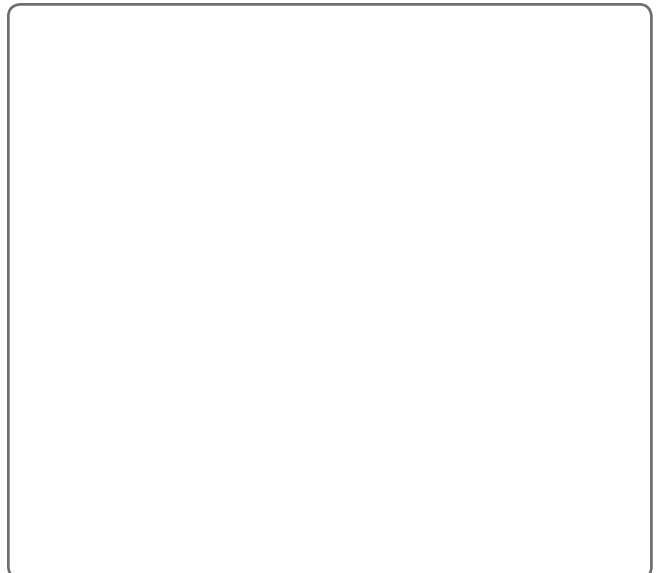
Key Priorities (Results and Behaviors)



Relevant Strengths



Development Needs



Long Range Plan

Performance Goals (Results and Behavior)	Current	Target

Development Goals (Learning)	Outcome	Target Date Completion Date

Clarity Discussion

With Whom

Date

DISCUSSION TOPICS

- Thank you
- Purpose
- Vision & Philosophy
- Alignment
- Role & Contribution
- Expected Results
- Current Results
- Expected Behaviors
- Current Behaviors
- Relevant Strengths
- Development Needs
- Performance Goals
- Development Goals
- Follow-up Plan
- Thank you!