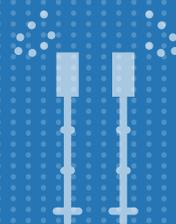
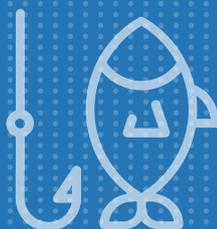


Self Development Guide Leading Self

Module 3
Deliver / Kawenga



Deliver

How well you deliver key projects and tasks is impacted by how well you manage your time and deal with conflicting priorities. You need to remain focused even when you're busy and under pressure, holding yourself accountable for getting things done. Getting clear on how you perform and deliver comes from both self-observation and reflection as well as getting feedback about your performance from others.

Kawengga



Ideas and inspiration to get you thinking

Read the following Forbes article **Eight bad habits you must break to be more productive** (and there is a movie too if you're keen!). It's pretty familiar stuff but worth getting a reminder. The idea is to take one of the habits suggested and make it work for you.

→ <https://www.forbes.com/sites/travisbradberry/2017/01/31/eight-bad-habits-you-must-break-to-be-more-productive/#98722ff41992>

Read the Harvard Business Article by Shelia Heen and Douglas Stone **Find the Coaching in Criticism**.

→ <https://hbr.org/2014/01/find-the-coaching-in-criticism#comment-section>

Watch Dave Crenshaw's **Ben Franklin on How to Give Feedback**

🕒 3 minutes
→ <https://www.youtube.com/watch?v=Gnt5qdGQDKM>



Reflection questions

to help gain clarity, purpose & meaning

Complete the following reflections:

1. Reflect on a time you got feedback about your performance, your behaviour or your attitude.

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2. If the feedback was given poorly, rewrite the feedback so that it fits perfectly to what you think is constructive and helpful for you (but doesn't change the sentiment of the feedback).

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3. Thinking from a growth mindset, what did you learn from this feedback, what was helpful or useful about this feedback?

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4. Reflecting on your own performance over the past two years, what feedback would you give to yourself about your performance, your behaviour or your attitude that would help your to improve your ability to deliver?

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▶ **Now let's look at ways to create more 'time' in your day.
Draw 2 or 3 large circles on A4 paper. This represents
2 -3, 12 hour clocks.**

◀ **Now draw your ideal day – How would you like it to
look?**

01

Take a note of the activities you do over 12 hours for 2-3 days. Apportion how much time you took for each activity and place it in your clock.

02

Reviewing your activities, decide where the activity sits in the quadrants below.

	Urgent	Not Urgent
Important	Manage	Focus
Not Important	Avoid	Limit

