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## Intentional Excellence in Leadership

Taking Leadership of Your Time

July 2006

Greetings!



### *Growing in Intentional Excellence*

Intentional Excellence is a term we use that means you are creating your destiny by the daily decisions you make, rather than allowing circumstances to overcome you and drive your life by reacting. This newsletter is about giving you bite-size, applicable wisdom for leaders. As you explore the monthly articles, there will be *action steps* you can take that can make enormous strides in your leadership capabilities. Try implementing one new action step into your daily routine each month, and see the exponential difference it will make!

### TAKING LEADERSHIP OF YOUR TIME

- [Growing in Intentional Excellence](#)
- [Getting Over Failure and Disappointment](#)
- [Taking Leadership of Your Time](#)

***"Practice is just as valuable as a sale. The sale will make you a living; the skill will make you a fortune."*** ~ Jim Rohn

***"The air currents of life jolt us out of line and try to keep us from achieving our goals. Unexpected weather can change our direction and strategy. We must adjust our thinking continually so we can live right."*** John C. Maxwell

### *Getting Over Failure and Disappointment*

DO YOU EVER FEEL LIKE . . .

- Your TIME has been wasted on mistakes you've made?
- You live in regret over what could have been?

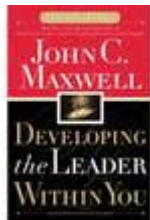
As leaders we don't have the luxury of sulking or wasting time being discouraged. Think of Michael Jordan, who said, "I have missed more than 9,000 shots in my career. I have lost almost 300 games. On 26 occasions I have been entrusted to take the game winning shot... and I missed. I have failed over and over and over again in my life. And that's precisely why I succeed." ~Michael Jordan

So today, if you've found yourself being remorseful, remember to view things as Michael Jordan, and do as coach Shula, who established the 24 hour rule for one of the most successful teams:

**The 24 Hour Rule:** Don Shula, former coach of the Miami Dolphins, and the only coach to have led his NFL team to a perfect season and a Super Bowl victory. His secret? When he coached, he held to a twenty-four hour rule. After a football game, he allowed himself, his coaches, and his players only twenty-four hours to celebrate a victory or sulk over a defeat. During that time, they were encouraged to make the most of the experience. But once the twenty-four hours were over, they had to put it behind them.

**ACTION STEP:** Next time you fail. . . Next time you lose. . . Next time you're upset. . . Put into action the 24 hr. rule and see how well it works!

## Taking Leadership of Your Time



### TAKING LEADERSHIP OF YOUR TIME. . .

This means you know how to direct yourself every hour of the day. Why do this? So you receive the greatest return on one of your most important commodities, your time. Learning and applying this principle will ensure that you are doing only those things that are worth per hour what you are worth. It means if you bill out at \$55 an hour, you're not spending your time doing \$5.95 an hour work. This is called The Pareto Principle. What it means is that 20 percent of your top priorities will give you 80 percent of your production. It also means that if you're spending your time in the 80% you're only receiving a 20% return on your time. So, how do you determine what things only you should be doing? Follow these proven steps to more effectiveness with your time.

- Write down 20 important job-related tasks you do.
- Put in order of importance the ones that bring you the greatest return on your time investment.
- Review this list with a colleague, secretary, or spouse.
- Delegate to others anything other than those things only you can do.
- Break the list down to FOUR items that bring you the most money and value for your time.
- Do this at the beginning of each month for monthly items, and each week for weekly items.

For more information on this subject, as well as other related items geared to leaders, read the book, "*Developing the Leader Within You*" by John C. Maxwell

**Do you have a story that tells how you've organized your time more efficiently? Write to us at [dynamicdev@comcast.net](mailto:dynamicdev@comcast.net) and share it.**

Was this information helpful? Forward to a friend or colleague, find the link at the bottom that says, forward e-mail. now.

**DOES YOUR COMPANY INVEST IN PEOPLE? . . .** If your organization has been looking for a tool to increase your time effectiveness, improve communication, increase productivity and build stronger teamwork, the DiSC model of behavior is the

answer. You can learn more about this proven instrument with no risk and little investment of your time at this free upcoming teleclass event: Basic DiSC showcase - Monday July 17th - 9AM - 10:00 Pacific time. Learn the basics of DiSC and get a free mini-profile. put INTERESTED on your e-mail to, [dynamicdev@comcast.net](mailto:dynamicdev@comcast.net) and sign-up now.

**What would more results In less time be like? Don't you ever wonder how some people accomplish so much in their lifetime while others seem to flounder aimlessly? Check out our 10 week Intentional Excellence Program. Click on the Intentional Excellence Flyer link below.**

[Intentional Excellence Flyer](#)

### *Check Out Our New Web-Site and Receive A Free Gift*

Be one of the first 10 to view our new web-site, [www.dpdwebsite.com](http://www.dpdwebsite.com). Click here [Dynamic Personal Development web-site](#) look around, [e-mail us](#) briefly telling us what you liked most, and receive a free personality profile along with a 1 hour coaching session.

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Join the world of conference calling teleclasses in the comfort of your office/home. It's as easy as calling someone. We have three coming up: 1. **Don't Avoid It, Master It-How to Relate to People** 2. **How To Get Them to Listen To You** and 3. **Discover Your True North-Knowing Your Mission in Life** [For more information,](#)

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