



Guest,

Welcome to: The Organized Executive

Presented by
Lighthouse Consulting Services, LLC



Featured Guest:
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BHB Consulting
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brucebreier@gmail.com



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Book:
www.crackingthepersonalitycode.com



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Work Style Assessments
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*Should Skills Testing be a Standard
Operating Procedure for Hiring?*

'A' Players

Competent
[Talent/Ability]

Motivated
[Positive Energy & Attitude]

Organized
[High Quality On-Time Delivery]

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Busy People

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Organizational Suggestions

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Success Description

One-Page Position Plan
Priority Goals
Organizational Strategy
Metrics
Monthly Reviews

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Monthly Review

How did you do last month?
How are you doing year-to-date?
What changes in your plan are needed?
What are your commitments for next month?

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Task Management System

Digital or Paper-Based?
Fully Populated
Due Dates or Deadlines
Chronologically Sorted

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Workday Bookends

Morning Start-Up
[Ready for the Day]

Daily Wrap-Up
[Closure on the Day]

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Weekly Planning

Recurring Appointment
Realistic Task List
Calendar Setup
Meeting Preparations
Schedule Priority Work Time (PWT)
Lead-Time Delegation

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PWT

1-2 Hours of Daily Privacy
Recurring or Floating Schedule
Predetermine Tasks to be Done
Close the Door/Visual Aid
Silence Notifications
Focus & Concentration

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Diagnosed Interruption

Is this really important
right now?

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Acutely Clear Delegation

Email, See, Call, Text, Hold?
No Dumping Rule
What? When?
Proofread!!!

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Group Meeting Protocol

Organized Agendas
Post the Meeting Cost (\$\$\$)
Start/Stop On-Time
Active Participation
Excellent Note-Taking
Meeting Wrap-Up

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Active-Only Emails

Inbox
Emails Needing a Reply

Sent Items
Emails Waiting for a Reply

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One-to-One Briefings

Updates & Progress Reports
Non-Crucial Questions, Problems
Acutely Clear Delegation
Other Items

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Uncluttered Environment

Purge/Delete
File/Archive/Store
Commitment to Maintain
Daily Activity

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Questions?

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Summary of Suggestions

Collaborative Success Descriptions
Task Management System
Daily & Weekly Planning
Priority Work Time (PWT)
Diagnosed Interruptions

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Summary of Suggestions

Acutely Clear Delegation
Efficient Group Meetings
Active-Only Email System
One-to-One Briefings
Uncluttered Environments

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Behavior Guidelines

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Organizational Behavior Guidelines

Organizational Task Force (OTF)
Define the Statements
Launch to All Pertinent Staff
Provide Training
Regular Tracking for Adherence

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