

BOSTON COLLEGE WORLDWIDE WEBINARS



Crush It In Your Career Without It Crushing You!

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5 Steps to Crushing It



Dream of Your Ideal Future

- **Reflect:**

- What would your work and home life be like?
- What does it take for you to be the best version of yourself?
- What is the difference you will be making for yourself and others?
- What will it get you to make those changes?
- How will it *feel*?

- **Write it down and make it visible.**

- **Ignore “ya but,” “if only,” and “you can’t.”**



CoolClips.com

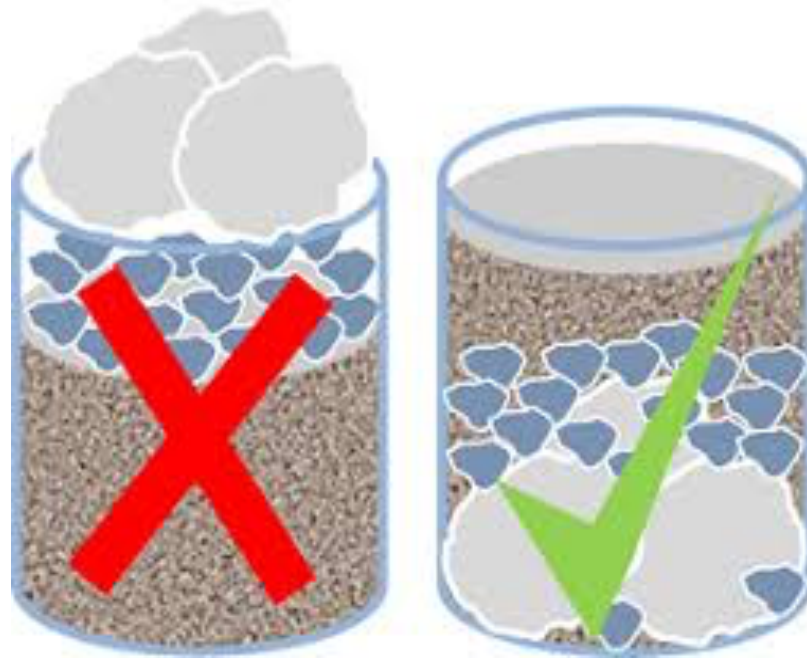


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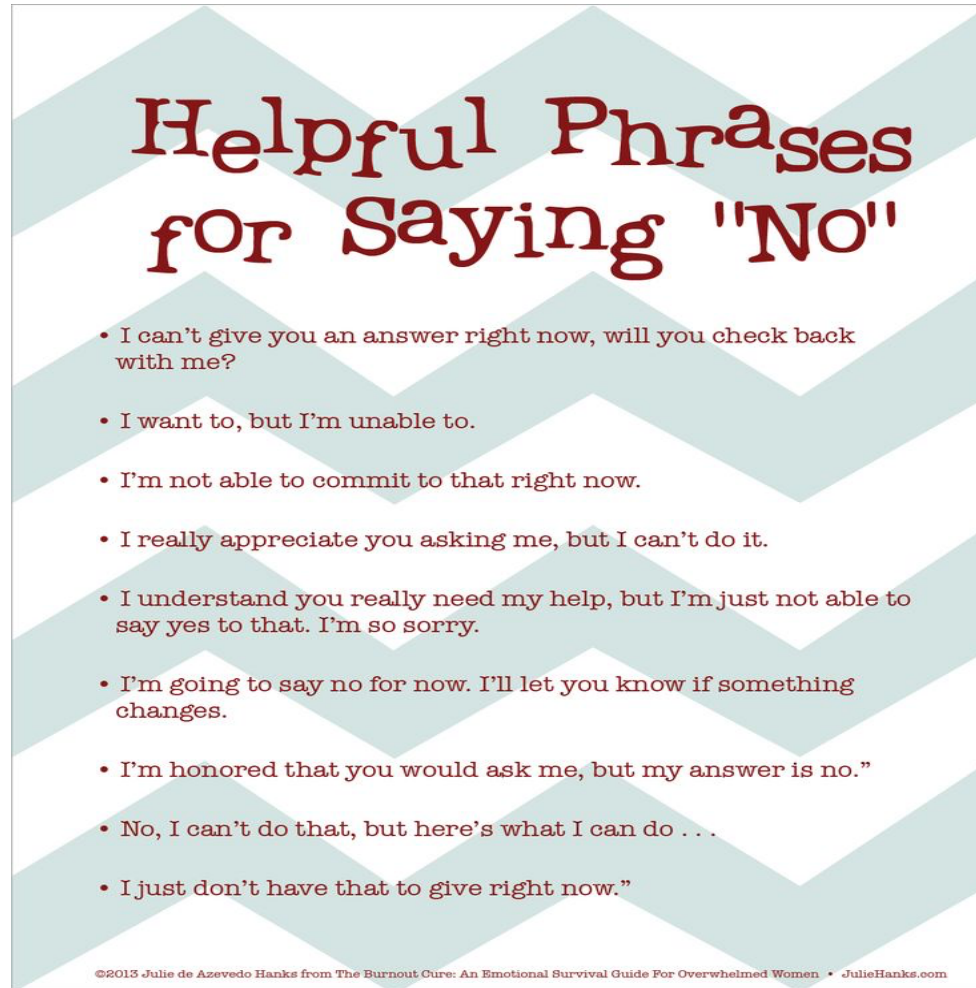
Know Your Superpowers



Prioritize Your Big Rocks



The Art of Saying “No”



Get Organized



- Use a collection tool
- Create your to-do list
 - Chunk down bigger projects/commitments
 - Decide on the action step(s)
 - Create due dates and reminders
- Schedule everything
 - Work with your energy levels
 - Intersperse intense and less intense tasks
 - Schedule time for items most important to you
 - Build in physical and mental renewal

- Review your calendar, update your to-list and, schedule your weekly/daily actions and appointments
- Put your values and major goals where you will see them often
- Give up on multi-tasking

Maximize Your Time and Energy



- Prioritize Your Big Rocks
- Get Organized
- Practice self-care and renewal
- Set boundaries
- Show self-compassion



Address Areas of Mis-Match

1. Assess
2. Schedule renewal
3. Manage your mindset
4. Learn to say “no”
5. Ask for help
6. Be patient
7. Know when to walk away



5 Steps to Crushing It






Websites

- Free Life Values Inventory Tool: <http://www.lifevaluesinventory.org>
- VIA Character Strengths Assessment: <https://www.viacharacter.org/survey>

Apps

- Organization: Day One Journal, G Tasks, Reminders, Task List in Outlook
- Calendars: Outlook, iCalendar, Google Calendar
- Meditation: Headspace, Simply Being
- Journaling: Day One Journal

Books

- *Resonant Leadership* by Richard Boyatzis and Annie McKee
 - *Dare to Lead* by Brené Brown
 - *True North* by Bill George
 - *Conversational Intelligence* by Judith Glaser
 - *Thrive*, Arianna Huffington
 - *Manage Your Day to Day*, edited by Jocelyn K. Gleib
 - *How to be Happy at Work*, Annie McKee
 - *The Perfectionist's Handbook*, Jeff Szymanski
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Q&A



Reach out any time!

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