Crush It In Your Career
Without It Crushing You!

January 14, 2020
5 Steps to Crushing It

1. Dream of your ideal future
2. Know your superpowers
3. Maximize your time and energy
4. Practice self care
5. Address areas of mis-match
Dream of Your Ideal Future

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

• Write it down and make it visible.

• Ignore “ya but,” “if only,” and “you can’t.”
Know Your Superpowers
Prioritize Your Big Rocks
Helpful Phrases for Saying "No"

- I can’t give you an answer right now, will you check back with me?
- I want to, but I’m unable to.
- I’m not able to commit to that right now.
- I really appreciate you asking me, but I can’t do it.
- I understand you really need my help, but I’m just not able to say yes to that. I’m so sorry.
- I’m going to say no for now. I’ll let you know if something changes.
- I’m honored that you would ask me, but my answer is no.”
- No, I can’t do that, but here’s what I can do . . .
- I just don’t have that to give right now.”
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
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Resources

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. Glei
• How to be Happy at Work, Annie McKee
• The Perfectionist’s Handbook, Jeff Szymanski
Reach out any time!

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