

Welcome to "D" for Doing!

"Doing" is what moves you, a team, or a community forward (or backwards).
Doing is taking action, performing, or executing.

Here are some other definitions of doing:

- The opposite of being
- Making something happen
- Moving towards a goal or vision
- Manifestation of thought
- Turning ideas into reality

What's your definition of doing?

Answering these questions may help you uncover your definition of and beliefs about doing:

Where is all this "doing" taking me and when will I get there?

ME: I'm not sure and I have a direction I'm heading in, based on a vision with some goals. **YOU?**

What is the right balance of doing and being?

ME: I struggle with too much doing and not enough being, I'm practicing just being. Wish me luck on meditation. **YOU?**

Nike encourages us to "Just do it." Do you believe that?

ME: I'd rather do some planning first, rather than being lost in the middle of the woods (something that has actually happened to me!). **YOU?**

Leaders do it in an inspiring and motivating way.

ME: Yes, I believe that and it's something I study, teach, and practice, because being inspiring and motivating doesn't come naturally to me. I do also practice

"being" - being present, being centered.

This edition of Elements offers you 10 tips for effective doing.

Yours in doing, but not too much,

Star Dargin

<http://starleadershipllc.com/blog/>



Effective Doing

To create successful "doing" - movement towards desired results - there must be relevant and effective skills, knowledge, and desire. Successful doing can be described as being in the flow. "Flow" is the perfect moment of integrated doing and being that moves things forward. Effective doing is being on target, on task, engaged and learning.

What Prevents Us from Doing?

What stops one person from doing may be someone else's inspiration to action. Which conditions in the grid below **STOP** you from doing and which ones **INSPIRE** you to do?

Too little time	Too much to do	Doubt	Worry
Uncertainty	Feeling Uncomfortable	Feeling Awkward	Not motivated
No prior experience	Interruptions	Procrastination	Lack of skills
Unclear what to do next	Unproductive thoughts	Other people	Society
Something needs fixing	Unclear situation	Seeing a wrong	Fear of hurting someone else
Shiny things	Bad Habits	Spinning thoughts	The need to be

			perfect
Stress	Pain	Fear	Love

Leaders are calm, comfortable, and confident with doing things that are new, unknown, exciting, or challenging, and in uncertain situations.



Ten Tips for Being a More Effective Doer:

1. Eat a Frog

Stop thinking about eating frogs and just eat it now! Do the thing you dread or must do and do it first thing. Writing reports, doing taxes, and dealing with cat litter are my frogs. Stop wasting time thinking about it and do it. **First thing, worst thing!**

2. Check Your Quadrant

Stephen Covey divides all doing into Urgent/Non-Urgent and Important/Not important. "Important" is the key word here. Prioritize what you're doing into what's important for you. Yes, you are the center of your world. **Prioritize your world and don't forget the non-urgent stuff.**

3. Stop Frenzied Activity

Brene Brown's research shows that doing too much and not getting enough sleep are culturally acceptable and desirable attributes in our society. She rode the elevator for hours listening to conversations to form this theory and have it reinforced. **Stopping doing stuff just to be busy.**

4. Visualize it

Create a mental picture, find a real picture, draw it, frame it, color it in. Fill in as many details as possible to make it real before doing it. **Seeing the outcome makes doing it is easier.**

5. Eat an Elephant and Fly

How do you eat an elephant? One bite at a time. Fly Lady's advice is that in order to fly you must start now. Just 15 minutes today, do it now. Fifteen minutes of important and non-urgent doing. You can do almost anything for 15 minutes. Create successful habits. **Start now, for only 15 minutes today.**

6. Find a Carrot or Stick

Pain or pleasure can be motivators. If you do it how will you reward yourself and if you don't do it, how will you punish yourself? **Pick a Reward or Punishment to motivate you to completion.**

7. Follow-up and have a Accountability Partner

Marshall Goldsmith, a top executive coach, wrote in his book *What Got You Here Won't Get You There*, that after taking executive development programs only 70% of attendees actually *applied* the lessons they learned. He investigated the 30% who didn't apply the lessons and discovered they were just "too busy." His conclusion was that the leaders, who consistently got a "touch-base" and were followed-up with, actually applied the lessons they had learned. Without follow-up they forgot and were too busy. The follow-up to check if they were doing what they learned helped to increase their effectiveness. This is reinforced in a study of factory workers showing that workers who believed that their bosses were watching and interested in their work, showed a greater interest and involvement themselves in their work and had much higher productivity because of that. **To stay on track and get results - Say it, write it, tell others and then do it some more.**

8. Learn more

Become inspired and educated about what you are doing. Learn how others do it. What is the best way, the most effective way, the easiest way? I was 40 years old before I learned about a handle held electric screwdriver. It took me 15 minutes after painting a room to screw in all bath fixtures screws, as opposed to the 2 hours it took me to unscrew them using a manual screwdriver. Thank you Home Depot Sales Associate! **Learn more and do faster and better.**

9. Plan It

Brian Tracy estimates that for every minute spent planning, ten minutes are saved in doing. So if you invest in 10-15 minutes of planning every day, you can save at least 2 hours of wasted time and effort throughout the day. **Slow down to speed up.**

10. **Think like The Little Engine that Could.**

It all starts with a mental attitude. Research shows over and over that when the mind truly believes it, it can happen and sometimes happens more easily. **Believe it and do it.**

Want to Find Out More?

Public Events:

J is for Journey: What's your Journey Style?

Free webinar, Thursday, May 7, 12-1 EDT

<https://attendee.gotowebinar.com/register/6541649249195393025>

Facilitation Skills for Project Managers

Free webinar, May 13, Wednesday, 1-2 EDT, 1 PDU

<https://attendee.gotowebinar.com/register/7076685899599534593>

K is for Keeping On

Free webinar, May 26, Tuesday, 12-1

: <https://attendee.gotowebinar.com/register/4188840600801330177>

Team Coaching: A Game Changer

Project Management Professional Development Day, Norwood, MA, June 19

<http://www.pmimassbay.org/prof-dev-program/professional-dev-day>

Influencing: One Size Does NOT Fit all

Project World & BAWorld, Burlington, MA October 26, 10:30 am

<http://www.pmbaconferences.com/>

About Us:

Star Leadership offers coaching, training and consulting services for business. What makes Star Leadership LLC unique is the focus and delivery of measurable goals and proven results in the areas of communication, leadership and teams. Our approach is direct, results-oriented and geared to the bottom line. We are able to quickly map, translate and align your broader vision to the concrete details of skills and behaviors. We have an impact on the results you want in an open, informal, non-judgmental and supportive way. We take pride in providing a wide array of experienced associates, resources, and expertise to be brought into play as needed to help clients. Star Dargin is the founder and has been creating vision and direction for the company since 1996.

What We Can Offer You

Star Leadership has a wide variety of talented coaches for your business and trainings. The coaches have success and experience in many industries and with many levels within client organizations.

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Topics for Speaking Engagements:
Influencing: One Size Does NOT fit All
Leading, Coaching, Managing: Which Hat
to Wear and When?
Measuring Intangibles for Success
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***Helping Leaders Find
Their Voice, Take Action,
and Get Results - One
Letter at a Time!***

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