

ACTION ORIENTED

Official definition

Taking on new opportunities and tough challenges with a sense of _____,
high _____, and _____.

Skilled

- Enjoys working hard.
- Is action oriented and full of energy for the things he/she sees as challenging.
- Not fearful of acting with a minimum of planning.
- Seizes more opportunities than others.

Less skilled

- Slow to act on an opportunity.
- May be overly methodical, a perfectionist, or risk averse.
- May not set very challenging goals.
- May lack confidence to act.
- May know what to do but hesitates to do it.
- May not be motivated.
- May be bored with the work or burned out.

Possible Causes of Lesser Skill

- Burned out.
- Hesitates too much.
- Reluctant to make a decision.
- Not motivated, bored.
- Not passionate enough about work.
- Perfectionist.
- Procrastinates.
- Lacks self-confidence.
- Slow to grab opportunities.
- Won't take a risk.

"What's the next best action?"

MINI STRATEGIES

10% rule

70% data rule

Balance good enough vs. perfect

Build confidence through small wins

ACTION ORIENTED PRINCIPLES & TOOLS

Illuminators vs. Diminishers

(from David Brooks' *How to Know a Person*)

Action vs. Hesitation

From Why to How

Focus on What Matters Most

Think about an important goal, priority, project, or outcome your work area is trying to accomplish right now.

1. *What matters most?*
2. *What needs to happen for us to make progress?*
3. *Where are we stuck?*
4. *What can I influence?*
5. *What's my next best action?*

Busy vs. Action-Oriented

BUSY

ACTION-ORIENTED

When pressure increases, which column do I tend to drift toward?

What's one "busy" behavior I need to replace with a more action-oriented behavior?

The Action Checklist

1. Clarify What Matters Most

What outcome matters most right now?

2. Commit to the First 10%

What is one small step I can take immediately?

3. Communicate with Energy

How will I communicate why this matters and what needs to happen next?

Current task/project: _____

My first 10% step: _____

BARRIERS IN OUR ENVIRONMENT

What regularly slows action in our workplace?

One barrier we can influence:

Three ways we could reduce it:

- 1.
- 2.
- 3.

What's the next best action?

TAKEAWAYS

One thing that surprised me today:

One action I will take to be action oriented:

One insight, tip, or tool I will take back and share with my team:

ABOUT MARK | KEYNOTE SPEAKER

Mark Kenny helps organizations align people, priorities, and execution so they can move forward as one team.

Through highly interactive keynotes and leadership experiences, he uses the Uncommon Collaboration™ framework to help teams overcome the fragmentation that pulls people apart, slows momentum, and gets in the way of execution.

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