

Welcome to the  
**Goals & Priorities**  
*Action Planning Seminar*

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The TEAM Approach®  
2174 Old Philadelphia Pike  
Lancaster, PA 17602  
800.864.4911

Presenter:  
**John David Bowman**



PENNSTATE



## ***Time Habits Scavenger Hunt***

How many different people can you find who have at some point in their life performed the following Time Champion Activities:

<i><b>Time Champion Activities</b></i>		<i><b>Signature</b></i>
Use a daily “todo” list		
Arrive prepared for meetings/classes		
Check E-mail at pre-determined times in the day		
Have written long-term personal goals		
Have written long-term professional goals		
Kept a week-long log of how I spent my time		
Fought an impulse to procrastinate and won		
Use a project management software		
Read over my goals regularly		
Changed a time wasting habit		
Asked someone to help me find ways to improve time usage		
Know what a S.M.A.R.T. goal is		
Plan in the evening the key jobs for the next day		
Set time limits for everything I do		
Create a quiet place where I can work without interruptions		
Summarize conversations to confirm accuracy		
Improved my reading speed and accuracy		
Do my toughest work first		
Break complex assignments into smaller steps		
Avoid “Reply All” unless absolutely necessary		
Make an agenda before calling or meeting with someone		
Make a list of my time waster activities and avoid them		
Deliver what I promise on time		
Believe I am responsible for the use of my time		
Set deadlines for the different steps toward my personal goals		

## We are The TEAM Approach®.



We have experienced team synergy and team conflict. We have participated in quality teams and counterproductive teams, sales teams and dream teams, teams that did not know that they were teams, and teams that rose to the occasion.

We have witnessed teams that played hard ball and teams that supported and encouraged each member to use their unique strengths to help the organization win. We know that there are specific elements that contribute to superior team performance and that there are other elements that contribute to costly losses in output and process. We know that positive relationships are the real key to success in life!

### Our Mission -

To support a world-wide network of people who have a sincere desire to create peace and life-sustaining activity in the workplace.

### Our Vision -

- \* We see people working in organizations understanding the connections between what they do, and how they go about doing it, and the global need for peace, collaboration, and life-sustaining activity.
- \* We see facilitators in each of these organizations who are skilled in helping each member understand and value themselves and their team members.
- \* We see leaders in these organizations who understand themselves enough to know that differences between people can be an organizational strength.
- \* We see organizations that understand the key role each individual plays in the overall success of that organization.
- \* We see organizations becoming more successful because they embrace and act upon this philosophy.
- \* We see a planet that supports life and values peace because these people and these organizations exist.

## John David Bowman, D. Min.



John David has been involved in leadership development for over two decades. During that time he has created leadership academies in Maryland and in Indiana.

He comes to The TEAM Approach® after having created a Lancaster based extension program for a Virginia University offering a bachelors degree in Management and Organizational Development. He has been a Lancaster County resident for over ten years.

Dr. Bowman brings a wealth of broad-based categories and positions of work experience. Through the years he has been an entrepreneur, businessman (both profit and non-profit), supervisor, manager, department director, administrator, personal coach, trainer, published author and leadership mentor.

"John David's" experience includes folk singing, classroom instructor, selling, offset printing, pastoring, video filming, surveying and farming. Among his hobbies are woodworking, computer programming, technology (he built his own television set and is a sound technician at his church), calligraphy, song writing, guitar playing, biblical research, and photography.

# GOAL SETTING WORKSHEET

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## UNIFYING PRINCIPLE:

1.
2.

## LONG TERM GOAL:

1.
2.
3.

## SHORT TERM GOAL:

1.
2.
3.
4.

NEXT STEP . . .





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## Step #1

List final order

When totals are tied, return to the choice box for priority.

## Step #2

Come to [www.teamapproach.com](http://www.teamapproach.com)  
for more information

Today's event looked at two of twelve key aspects of **Time Mastery**. You can measure your own strength in your use of time with a profile available at our website.

You can find all the materials from today's presentation at the same location!

Enjoy.

**Connect And Succeed**

Check out the monthly online special offer! [Click here!](#)

**Relationships Are The Key To The TEAM Approach!**

Very helpful when your team needs to prioritize a list of things that require a group to "get their act together" is to have each team member write down a list of all the items to be placed in priority order. Put them on a flip chart or white board. This works best if the list is not longer than 10 or 12 items.

Take each item with each other item and asking the team to decide the priority within the group. Pit item 1 against item 2 by asking, "if you could only have one of these, which one would you want?" Item 1 gets a hash mark. Then pit item 1 against item 3. Again a hash mark. Continue pitting the items against each other until you have a final ranking. Possible pairings: 1,4, 1,5, 2,3, 2,4, 2,5, 3,4, 3,5, 4,5. You have just made a possible combinations (or pairings) of the five items.

Take the items with the most have been deemed more important than those with the least. If this is the case, you have just provided the order for the meeting. If it is a training design, you have given a "weight" to the items.

**Serving Teams & Team Leaders for Over 20 Years!**

For over 20 years we have been supporting teams, team leaders, and team facilitators with products and services designed to enhance relationships. Some choose to call the competencies we develop "soft skills". We know from years of personal experience that these "soft skills" are some of the hardest to learn and effectively use in our day-to-day interactions. Be it supervision, management, sales, customer service or just plain teamwork, relationships have been, and always will be, the key to success. Our name and our tag line say it all: **The TEAM Approach - Connect & Succeed!**

This web site is rich with resources as well as descriptions of our products and services. Take some time to browse. Sign up for a newsletter or join us for a classroom or virtual event. Teaching training professionals how to use the excellent products we represent has become one of our core competencies. Give us a try!

**Tools For Success**

Adventures in Attitudes, now AIA Classic has been transforming individual lives and organizational cultures for over 50 years. Take a 5 minute AIA break to taste some of the wisdom found in this program and then consider joining us at a train-the-trainer program or contact us to learn how to bring this powerful program into your organization.

**Sign Up**

Get access to our FREE Team Tool Box (posters, tips, and activities) when you sign up for our news list.

First Name

Last name

Email Address

**Member Login**

The TEAM Approach®