

11-15-20 Are You Using Your Calendar?

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Hey, everyone, welcome to another episode of legendary leaders. This episode, I expect to be pretty quick. And the reason why I think it's gonna be pretty quick is because again, I, you know this, I do a lot of reminding. And so this episode is just a friendly reminder. And it's about using your calendar. So I know we've talked about planning your holidays, and having access to your new employees calendar. But here's the deal, you have to lead by example. Right, that's what good leaders do, we always lead by example. And so we show others how to act, and how to respond and how to behave and how to carry themselves through our actions. Because we all know that people learn better through observation and mimicking than they do simply by being told, right. So we lead by example. And so already told you get a copy of or get access to your new direct reports, calendar. But if you're going to go and assess their calendar and how they're performing and using it, then you have to lead by example, they have to be able to see that maybe they don't need to see all the stuff on your calendar, not asking you to share it with them. But they do need to see that you have time blocks and that you're utilizing your calendar. So they will know that you are practicing what you're preaching, as they say, right? So here's the deal. I know some people hate having their calendar on their phones, and all of the information stored electronically, I get that, you know, I can tell you that over the past year, I have worked diligently to move further and further away from having as much of my information at the palm in the palm of my hand. In some instances, I can't help it right, I have to have email there and some different things. But there are other tools that I try to use to help me get away from the electronics, just because I can find myself stuck on them all the time. So I respect that I do. But you know, some people dislike electronic electronic forms of organization. Some people don't like using an electronic calendar, I can tell you, and you know, being in the corporate world, you know that you are going to have to use an electronic calendar, there is no way for you to especially now in the remote world, plan

anything and get anybody on a call together if you're not using an electronic calendar, because no one's going to know your schedule. So the days of not using electronic calendar, before we went remove, it's gone. Because we're remote now. Okay, so we have to accept the fact that in most instances, we're going to have to use electronic forms of organization. And I'm challenging you on this today. If you say to yourself, you know, I don't like you know, I don't really like electronic forms of organization. I'm just not a fan of that. I don't like using electronic calendar, I just it's not my preference, right. But you can't really put your put your finger on exactly why it's just sort of that general in you're gonna have to move past that. Okay, some will give you a little tough love.



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Most of the time, from what I've seen, it's not the fact that most women don't like the electronic aspect of the calendar is that they don't like the productivity organization side of the calendar. So the word is electronic calendar, most people hate and say they hate the word electronic, when in reality, they actually hate the word calendar. And that's what I'm trying to educate you on today, I need you to determine, are you not organizing yourself? Are you staying away from your electronic calendar, because it's actually the fact that you don't want the calendar was anything. Because here's the deal, you have to be productive, your productivity pillar has to be strong, in order for that to be developed inside your business. And so to be productive, you have to allocate your time to the right work, right, we have to do the right things at the right times in order to be successful. You are a very busy person, especially if you are working your corporate job and running your business. You do not have time to waste, you really don't. And so you have to be most productive. And what helps you do that? Well, these organizational tools help you do that. So before you say I don't like electronic calendars, I really want you to look within yourself and say is that the electronic part I really hate? Or is it the calendar part I really hate because the electronic piece you can move past and I'm not a fan of it, right? I kind of prefer not to be on my phone or my laptop as much but you know what? It serves its purpose, it's going to remind me of the things that I need to get done. It's going to keep me productive. And I would much rather have something you know, telling me that I need to focus on X, Y, Z because I put it in there. I told the electronic system to keep me focused on the right things. Okay, and it's adhering to what I've asked you to do, versus not having anything and just waking up and willy nilly going through the day because I can tell you I know for a fact you are crazy busy. I know I'm crazy busy, but we have to be productively busy. Busy and productive are two totally different things. So if you're not using your calendar to help you focus first thing in the morning on the most important thing of the day, for example, then you're not going to be most productive. If you're not using your calendar to get the most out of your workday, if you're working for someone else right now, and then using your calendar to be most productive in the afternoons or evenings or

maybe a little bit on the weekends, to do the most important work in your business, then you're not going to be successful, you have to use something to keep you on track. And what I'm encouraging that something to be is your electronic calendar. It's something that you're using at work right now in the corporate world. If you're still there, then it's something that will naturally carry over and help you be successful and stay organized and productive in your personal and your business life. Okay. So, that's your little public service announcement. Continue to use your electronic calendar if you are using it, Congratulations and good job. If you are not using it, today's the day my friend, today is the day that you're going to overcome the hurdle of the electronic piece and embrace the side of the organization and productivity that your calendar provides to you. Go and be legendary.