



# FALMOUTH UNIVERSITY

Doing More with Less

Honing our focus and interactions

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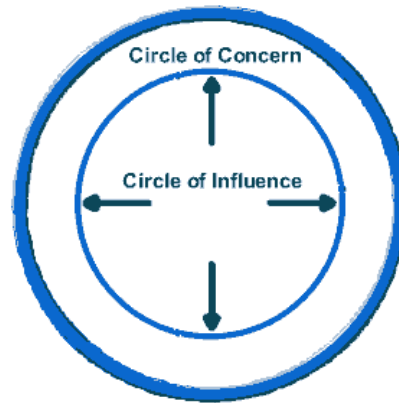
## **BEGIN WITH THE END IN MIND**

What is the unique contribution you want to make?

Is this your driving force?

Are all your activities in support of this?

# BE PROACTIVE



**Proactive Focus**



**Reactive Focus**



## INCREASING MY CIRCLE OF INFLUENCE

- What I can control
- What I can't control

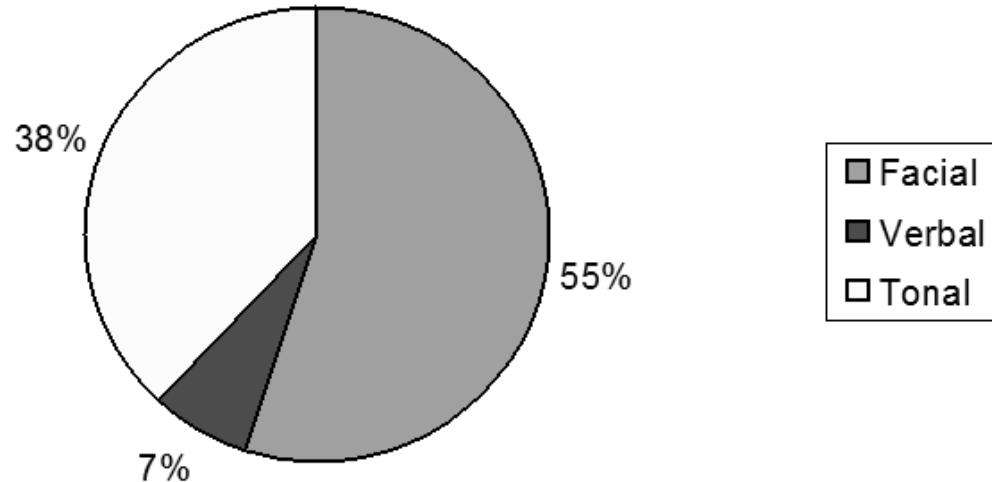


# PUT FIRST THINGS FIRST: PRIORITISATION

	<u>Not urgent</u>	<u>Urgent</u>
<u>Important</u>	<u>Start it</u>	<u>Do it</u>
<u>Not important</u>	<u>Leave it</u>	<u>Delegate it</u>

# ELEMENTS OF COMMUNICATION

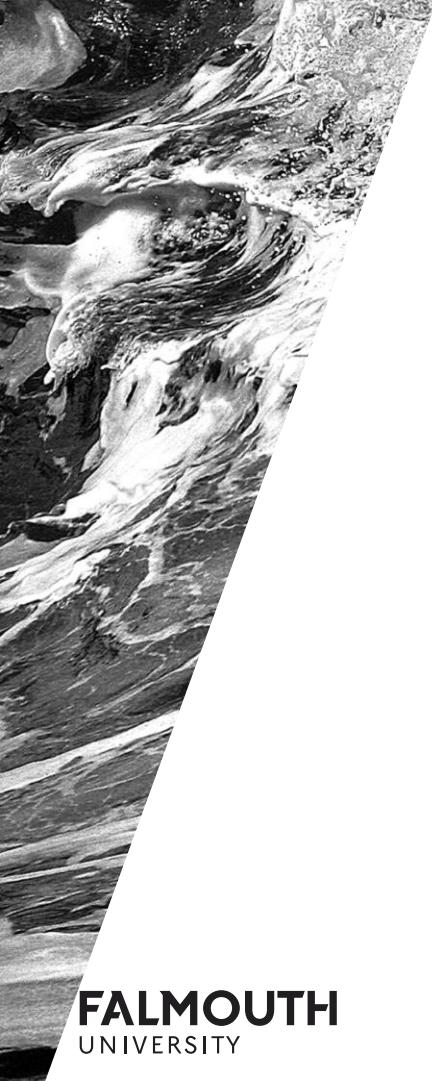
WHAT MESSAGE ARE WE GIVING TO OTHERS?



**Facial** Facial expression and body language

**Verbal** Word selection and constructions

**Tonal** Paralinguistics such as volume, pitch, inflexion and emphasis



# WHAT'S YOUR DRIVER?

## TRANSACTIONAL ANALYSIS: ERIC BERNES

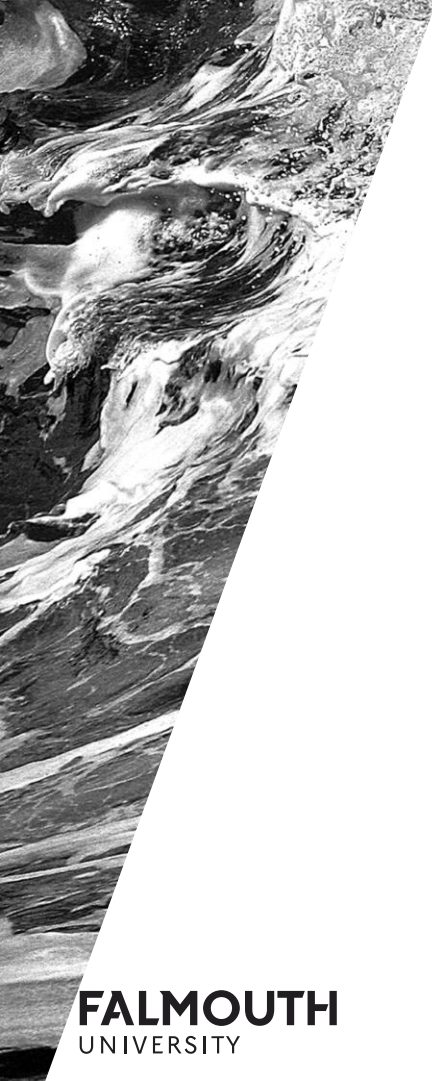
- Be Perfect
- Try Hard
- Please others
- Hurry Up
- Be Strong



## **STRESS CONTROL STRATEGIES**

- Positive thinking
- Monitor stress levels
- Assertiveness
- Look after self
- Find Support
- Relax





## SUMMARY

- Refocus and reflect
- Prioritise and plan
- Take control