

The Tech Leader Power-up: Get More Done Without Burning Out

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Workbook

1 Preparatory Question

How do you assess the current balance of your work life and personal life?

- 1) Great balance pretty much all the time
- 2) Peaks and troughs but broadly ok
- 3) Fighting for more time continually - feels often like an uphill struggle to manage workload
- 4) Drowning right now - can't see the wood for the trees

2 Reflection Point

What would you say are the root causes of your current situation?

Your notes

3 Pillar 1 -Create a magnetic personal brand and become an influence pro

What doesn't work:

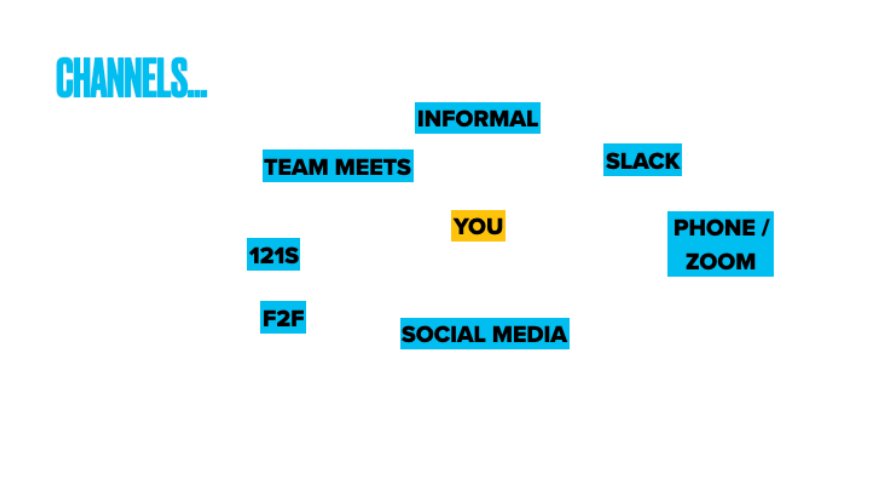
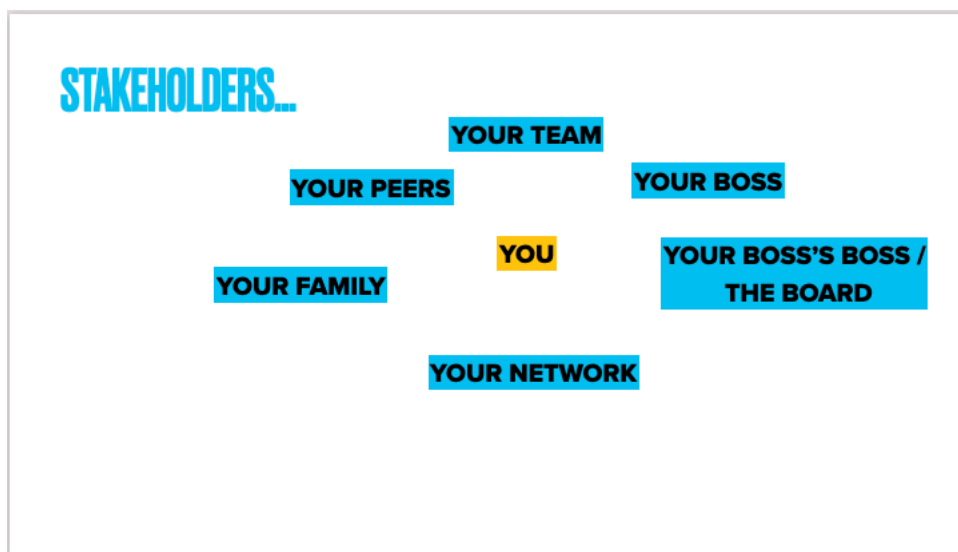
- No one wants to be needy or push
- You can't sustain raising your profile with will power alone
- Pushing against your natural style is exhausting
- Inauthenticity is stressful

The solution:

Create your unique blueprint and separate your strategy from your tactics

Your strategy and blueprint = your unique way of sharing stories about yourself

Your tactics = sharing to the right people in the right channels at the right time

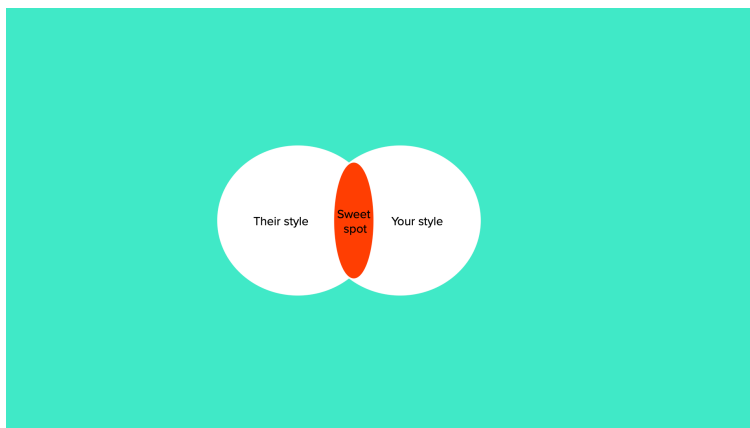


Reflection point:

When you are at your best when communicating your value?



Tactics = the sweet spot between your natural style and your stakeholders' preferences



Why influence by communication isn't enough...

You need to understand stakeholders' deeper motivations
Do you really know what they want and mean?

Upgrade your listening if...

- You're often thinking what to say next
- You're feeling impatient or frustrated
- You're interrupting
- You're distracted

Benefits of deeper listening...

- Other person feels heard / understood
- You get a sense of the temperature not just the content

- Get insight into deeper motivations
- Relationship strengthens

Superpower to develop...

Curiosity

- Curiosity unlocks new perspectives
- Deeper insight for you and other party
- Allows you to influence ethically because you're hearing at another level
- Helps you stand out as an exceptional communicator
- 1% improvement in your listening = 1000% improvement in your impact!

Summary

Create your unique blueprint for personal brand and take your listening skills to a level that most people won't have ever experienced, so you can connect and go deeper into personal motivations and respond, not react to what's happening around you

Your notes

4 Pillar 2 Inoculate yourself against stress and overwhelm

Why?

- Stress = impaired decision making
- Stress = lower performance
- Stress = poorer relationships
- Stress = poorer health and longevity
- Stress = less fun

What doesn't work

- Working harder
- Depending on unreliable techniques
- Loading up your mind with strategies
- Pushing through pain
- Telling yourself to be stronger / fitter

Solution?

- Know that the mind is designed to calm down automatically
- And will do, if you do nothing
- All minds have capacity to speed up and slow down
- Circumstances never create stress - it's our thinking that does

Reflection

Think of a circumstance (eg bad traffic when you're running late) and reflect on how sometimes you get wound up and sometimes you don't. What do you make of that?

Your notes

5 Pillar 3 - Banish procrastination for decisive action

Why?

Procrastination = a form of self-sabotage, getting in the way of productivity and performance

Unseen time-wasting and impact killer

Hours every week lost - mindless scrolling, delaying, avoiding challenge, illusion of protection

What won't work...

- Working harder
- Depending on unreliable techniques
- Loading up your mind with strategies and tools
- Telling yourself off

The solution

Know that procrastination is often driven by a feeling...

Feeling = anxiety, overwhelm, fear

Our minds try to make meaning of those feelings

EG I won't succeed

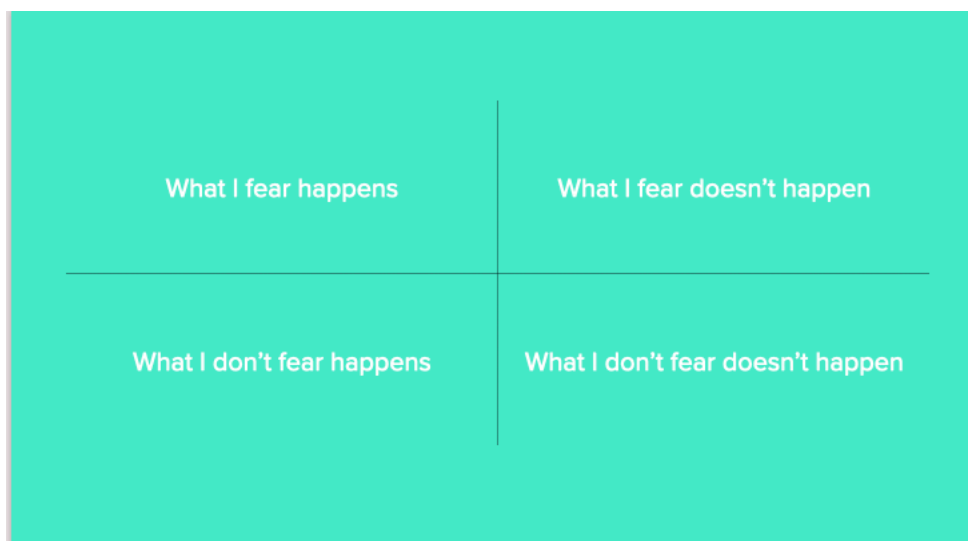
It'll be too hard

I'm fearful of success

I don't know where to start

But these feelings have no power to predict. Otherwise we'd all be lottery or stock market millionaires

How often have your feelings successfully predicted outcome? (not intuition or gut)



What our feelings are really telling us is...

Our state of mind and the quality of our thinking in the moment

The more we see this, the less we take our feelings as an indicator of what we can and can't do...

We see procrastination as arising from a feeling = a state of mind

The more we see this, the freer we are to take action, whatever we're feeling!

Action = antidote to doubt

Reflection point

Where are you assuming circumstances are creating your procrastination. What can you see about whether that is true or not?

Your notes

Pillar 4 - Power-up your confidence and dissolve any imposter syndrome

Why?

Low Confidence = driving with the hand-brake on

Also leads to procrastination, stress, overwhelm

Under playing your value

Not getting rewarded

Losing out to others

What doesn't work

Telling yourself it's just a mindset issue

Will power alone

Pep talking yourself

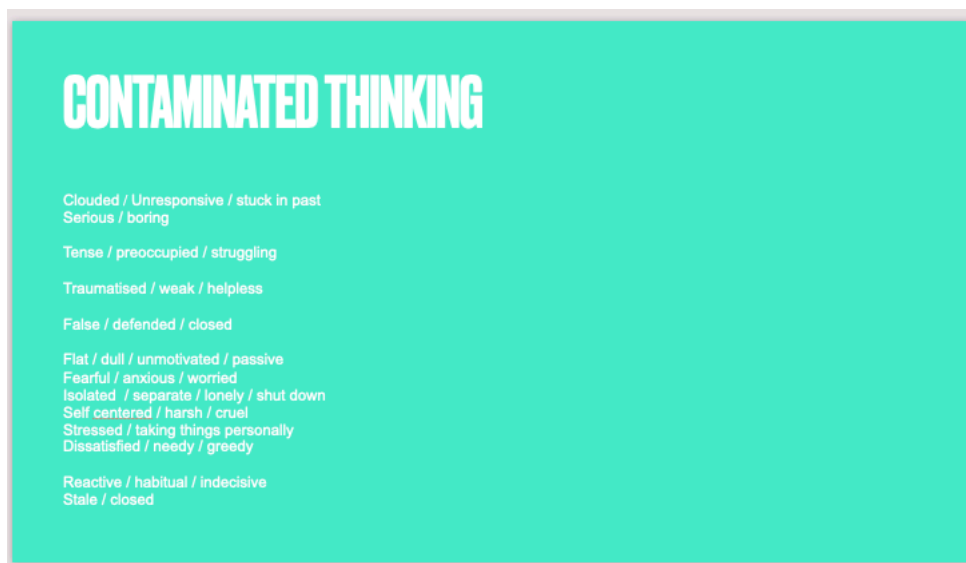
Affirmations

The solution?

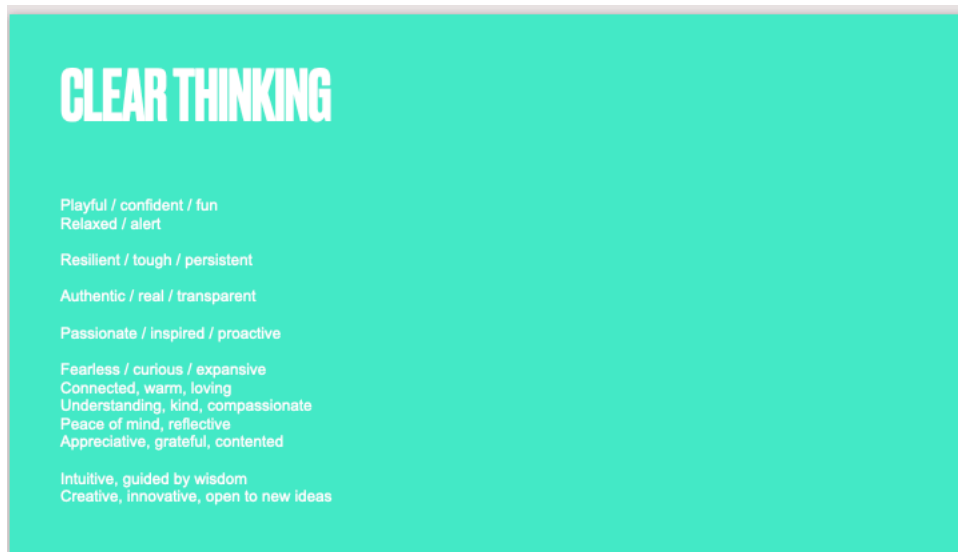
Confidence is innate

But what gets in the way of innate confidence and resilience?

Contaminated thinking...



Clear thinking in contrast...



You don't need to sweat confidence - you need to see it for what it is; a concept and a feeling that ebbs and flows.

The biggest antidote to self doubt...

Take action

By...

Cleaning up some misunderstandings

Learning how the mind works

Deconstructing the limiting beliefs to see them for what they are (ie not the truth)

Seeing wellbeing as innate and always present

...We look to take inspired action

Reflection point

What are you attributing your low confidence to?

Where are you not taking action when you could be?

When have you been resilient and confident in your life?

How would you show up for challenges if you knew your confidence and resilience were innate?

Your notes

Link to book your complimentary leadership assessment
<https://calendly.com/mattfoxcoaching/45-minute-leadership-assessment>