



CLEARVISION CONSULTING

Accelerating Organizational Effectiveness

CORPORATE CLARITY® INSIGHTS

September 2016
Volume 4 - Issue 8

Newsletter Highlights:

[Reflection](#)

[Accelerating Organizational Effectiveness](#)

[Clearing the Fog](#)



[Contact Kathy](#)



Where will Kathy be in September?

Welcome to the September 2016 edition of **Corporate Clarity® Insights**. This newsletter is dedicated to the friends, colleagues and clients of **Katherine Hart** and **ClearVision Consulting**. Within you will find short, pithy and easy-to-apply insights for how to boost your business and personal effectiveness. As always, your feedback and ideas for improvement are appreciated.

Reflection

As many of you now know, my mother passed away at the end of July 2016. In preparing her Celebration of Life service I am re-reminded of how she lived a life filled with passion, purpose, energy and courage. She had unrelenting gusto for helping others to soar and, in doing so, soared herself. When she broke her hip for a second time she tried to rally but, realizing her energy was exhausted, relented and gave up. She was gone a week later. How many poor souls out there have given up and are living dead? More importantly, how do you live with gusto when you've been kicked in the gut? I've rediscovered the importance of structure and how it can be used to address any formidable challenge, including intense grieving. Marshall Goldsmith, whom I met in person earlier this year, speaks of this concept in his book *Triggers* (see book review below). He relates how important structure is to ordering our lives, reducing the complex to simpler and more consistent patterns over time. As an example, we use calendars to structure our time and shopping lists to reduce unwanted food purchases. When doctors instituted a five-point checklist involving rote procedures infections reduced significantly. As for me, a friend helped to improve my daily self-care plan, I've joined a grief group, and I'm checking in weekly with an accountability partner. What structure do you need in your life to re-ignite your passion and energy?

Accelerating Organizational Effectiveness

Using Structure Most of you are familiar with structuring meetings by using an agenda, but are you using an agenda for your 1:1 meetings with direct reports, or do you just let them flow? If you're asking why should you

Traveling to Boston September 3 - 7 to work with Alan Weiss and Growth Cycle Group

Coordinating and sharing at my mother's Celebration of Life services on Friday, Sept 9 at 3:00 at Lafayette-Orinda Presbyterian Church and Saturday, Sept 10 at 11:00 am at Carmichael Presbyterian Church. All are welcomed.

Attending the SBODN event on Monday, Sept 12 from 5:30 - 7:30 pm to hear Barry Posner speak on [Learning Leadership](#)

Singing at the [Organ Dedication Concert](#) at Lafayette-Orinda Presbyterian Church on Sunday, Sept 18 from 2:00 - 4:00 pm

Attending the 2016 [San Francisco Financial Woman of the Year](#) luncheon on Wednesday, Sept 21 from 11:30 - 1:30 pm

New Opportunities to Connect with Kathy and Ideas to Accelerate Organizational Effectiveness

In January 2016 Kathy launched her [Managers Discovering Video Series](#). Look for a posting each mid-month of a new two to three minute video segment on topics related to leadership effectiveness. If there are specific areas of interest to you, please feel free to share them with Kathy at kathy@clearvisionconsult.com so she can incorporate them into the content.

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BLOG

have consistent 1:1 meetings with direct reports, the answer is to ensure both of you are aligned on what they're doing, where they might need help, and what goals should be priorities. The question I typically hear is - How do I structure these meetings to ensure they're both project and development focused? My recommendation is to use a set of questions to guide your meetings. Coordinate these questions with your direct report so that you both know what is to be covered each time. I learned in *Triggers* that Marshall and I both use this tactic. Some ideas for questions include:

- 1) What are your future goals?
- 2) What are our department's future goals?
- 3) What's working well?
- 4) What can we improve on?
- 5) How can I support you?
- 6) How can you support our department?

Clearing the Fog - Personal Actions for Instituting Structure

- **Have Daily, Weekly and Monthly Personal Care Plans:** What are your daily activities to care for yourself? Some examples may include: reading "x" number of chapters, meditation, and listening to music. What are your weekly activities? Some examples may include: exercise a specific number of days, listen to a weekly motivational podcast, go to a weekly self-help meeting. What are your monthly activities? Some examples may include: reading "x" number of books, massage, and hair cut or pedicures. Well, you get the idea.
- **Family Plan:** Have you scheduled family get-togethers beyond the typical 'have dinner together'? For example, my husband and I have daily, weekly and monthly check-in times. Daily is checking in on how our day went, weekly is reviewing upcoming meetings, coordination to support each other, and driving together to similar functions. Monthly is scheduling upcoming activities, planning out weekends, and reviewing personal goals and achievements. We don't have kids, but if we did that would add another layer of consideration.
- **Checklists for Various Activities:** Checklists, for me, simplify the upcoming activity and shorten my packing time. Here are the various checklists I've developed: traveling to the family cabin, traveling for work or pleasure, facilitating a meeting (beyond the agenda), networking meetings, picnics, and camping.

September Reading List:

[Triggers by Marshall Goldsmith](#)

A quick read with easy to implement ideas for changing your behavior. On the surface it seems so simple, but Goldsmith dives into some of the deeper layers of hidden beliefs and unconscious, insidious aspects of everyday environment that shape our behavior. You begin to realize that, while it sounds easy, actually making steady progress to change one's behavior takes courage, discipline and steady follow through. On the other hand, it is within everyone's grasp. The question is, what will motivate you to make needed changes? When do you take responsibility, as opposed to blaming others or the environment, for a life situation you are not happy with?

September: Be on the lookout for Tip #9, [Encourage Networking](#), the ninth release in Kathy's monthly video series [Managers Discovering 12 Actionable Tips to Develop Your Direct Reports](#).

Check out my newly released [speaking demo video](#) if you are looking

WEBSITE



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for a nationally recognized speaker on the topics of leadership, culture, team performance or change, then [contact me](#) and let's talk.

Our goal is to provide you with simple and clear actions to accelerate effectiveness in your life and organization. You now have a choice. If you don't want to receive future issues, follow the information below to unsubscribe. If you liked what you read, share the information with a friend or colleague.

Katherine Hart, Ed. D.
President of ClearVision Consulting

Be sure to check out ClearVision's [Free Resources](#) page on the [website](#). Come back periodically as we will continue to post articles and topics of interest.

Kathy Is a Member of:



 The American Society of Safety Engineers



WATERMARK
women at the top,
making our mark together



ClearVision Consulting was founded in 2005 with the express purpose of promoting the potential of people within business environments. Key consulting services offered to accelerate organizational effectiveness and improve human performance include:

[Feedback and Facilitation](#) that jump-starts your business and breaks through human impasses
[Organizational Improvement](#) that aligns structure, business processes and needed change efforts
[Leadership Coaching and Team Development](#) that enforces strengths and refines challenges

