



The Blake Group
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Capitalize on Your High Energy & Ingenuity

Because you work so diligently and energetically, you are more likely to find yourself with some time to spare at the end of the day or workweek. It is important that you take the initiative in filling your spare time with productive, interesting activities so you don't end up becoming bored and dissatisfied.

Consider the following three suggestions for filling your time productively and then generate your own plan, tailored to your specific needs, interests, and situation.

1. Develop a list of all projects currently underway in your organization.
 - a. Find out what phase each of these projects is in and what work remains to be done.
 - b. If any of this remaining work interests you, or seems to present an opportunity for you to develop new skills, meet with that project leader and your manager to see whether you might devise a certain number of hours each week to contribute to the completion of that work. Be sure you do not volunteer so many hours that you put a strain on your ability to complete your regular work.
2. Whenever you find yourself ahead of schedule on your work, make use of this opportunity to consider alternatives to the methods or processes you have adopted and / or to strive to anticipate unforeseen changes that might occur that could affect your future progress.
 - a. Keep a record of the ideas that occur to you during these periods so that you may return to, and further explore them in the future
3. Tell your manager or project leader about your efficiency in handling your current workload.
 - a. See whether you could be given more challenging assignments in the future.
 - b. Ask for suggestions as to additional tasks you could currently undertake.

You are successful when you have implemented a plan that keeps you working at peak efficiency during periods when you were previously threatened with boredom.

It is important that you appreciate the benefits that your high energy and ingenuity have provided you and your organization. That is, if you have been restricting your focus and energy to only your own projects and assignments, you should give some thought to the ways in which other people in the organization might benefit from your creative efforts.

Use the three suggestions to spur your own creativity in coming up with ways you can contribute more widely to your organization.

1. List the innovations that you have implemented in your own work methods and approaches as well as the benefits you have realized from these innovations.
 - a. Describe these innovations and their effects to your coworkers who are still using similar approaches to your old ones.
2. Devote some attention to identifying obstacles and snags that commonly occur in the progress of projects within your organization.
 - a. Remember that some snags may be so common that they are accepted as inevitable by many of your coworkers. You may have to think of creative ways to approach this search.
 - b. Once you have identified a few such common obstacles and snags, put your ingenuity to work in generating novel approaches for preventing or overcoming them.
3. Conduct some brainstorming sessions with coworkers who are interested in learning to think more creatively.
 - a. If you focus the sessions on generating solutions to problems that you all face, a dual purpose is served – you will model your own creative thought process and simultaneously aid the development of innovative problem solutions.

You will be successful when you have developed and implemented a plan through which you are putting your energy and

ingenuity to work. Additionally, you can honestly claim some success in improving the performance of others in the organization.

Leaders Path Participant

Do you know of any consulting group that will take a week of their time to do nothing but evaluate how you can become a better leader for your company? Never have I experienced the in-depth one-on-one attention that The Blake Group provided for me... Although The Blake Group provided me with tangible tools in which to enhance my business, (i.e., the workbook, a customized business development plan, equipment, book and video recommendations), it is the intangible that has made the biggest difference... I ensure you that what you will take away from this experience will far outweigh any monies that you invest.

Vee Phillips, President , iap consultants

Mastering Change

You can cope with change more constructively if you first have dealt with your insecurities and negative feelings.

Over the next two or three week period:

1. Review your work history. List all the major changes you have encountered and have had to deal with in past jobs. Record the nature of the change, how you have responded, and the consequences of your actions in the face of this transition
2. Review the list and analyze your past encounters with change. Try to pick up clues from the entries regarding the development of your present attitude toward change. Have your past experiences been negative? Have you lost some of your confidence in your ability to cope with new situation? Were more open to change early in your career? Have you become more rigid as your experience increased?
3. Try to determine if a general pattern of your responses to change emerges. Do you characteristically react in the same way? How successful has this pattern of response been in terms of the consequences?

If you complete this exercise, you automatically be more enthusiastic about change at work. However, it will force you to look at the reasons behind your insecurity with change. You will discover some of the negative consequences of your inability to adapt to change. If this exercise has been worthwhile, you will find you are better to adapt to change that occurs in the future.

Change is usually easier to master when you are able to anticipate it. However, in order to anticipate change at work it is essential to keep up with developments that may ultimately have an impact on your job.

Over the next six months:

1. Seek out opportunities to communicate regularly with people both inside and outside the organization whose research either directly or indirectly might affect your work.
2. Try to find time to visit either units or organizations to broaden your exposure to different areas and to learn more about their specific functions.
3. Thoroughly read all internal publications to obtain a broad view of happenings within your organization.
4. Volunteer to set up a luncheon or information exchange meetings to "cross-fertilizer" knowledge among your own organization and other units.

Review your activities over this six month time. You should find that have a better understanding of how your work fits in with overall organizational goals and objectives and that you have been better able to anticipate some of the changes that have occurred during that time.

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