

Use Your VISION To Stay On Track

By Carson Tate & Kim Spivey

How do you stay on track when the world around you is constantly vying for your time and attention? USE YOUR VISION!!! Now, we are NOT going to talk about how to create a vision. There are ceiling high stacks of books and articles outlining the authors' guaranteed process for creating vision. For our purposes, a vision is simply having a clear understanding of where you are trying to go and what you are trying to achieve and we believe you know your vision. However, do you know how to consistently and simply leverage your vision for meaningful action that drives your team and company forward? Use your **VISION** as a guide for you and your team.

V - Vacuum. One way to more actively use your vision is to think of it as a vacuum. By keeping your vision top of mind as a guide it becomes easier to suck up the extraneous activity and energy that isn't supportive of your vision and goals. Many organizations post copies of their vision around the office in an attempt to keep it top of mind. That is a fine thing to do, but that alone is not enough. Vision-focused organizations practice vision immersion by actively using their vision as a compass. Try devoting one team meeting each month to tracking progress towards vision.

I - Imagine the future. Make your vision tangible and attainable. Spend time with your team visualizing what your business will look like when you've achieved your vision. Schedule one or several meetings to discussing questions that help you bring your vision to life for your team. When we achieve our vision: What will your customers be experiencing, and saying? How will employees be describing our organization? If you are working toward a personal vision, what will your friends and family be experiencing and saying?

S - Stake out goals that support vision. What are the goals that will specifically enable you to realize your vision? Document the link between how specific goals will contribute to vision achievement. One leader we admire breaks down elements of her team's visions and lists team and individual goals under those vision headings.

I - Inventory and Inspect activity. Examine the activity of your team. Examine your activity. Does it support goals and move you closer to your vision? Or, are you and your team getting bogged down in political activities that have become "shoulds" and "nice-tos" for the broader organization?

O - Operationalize execution. How have you operationalized the execution of your goals? How have you operationalized the consistent inventory and inspection of activity? At your regular team meetings do you spend time reviewing your vision and the action steps you are taking to achieve it? Can your team articulate the vision?

N - Navigate the detours. As you experience every day, everyone has a vision and an agenda. How can you successfully navigate the needs and wants of your colleagues and bosses and stay on track to achieve your vision? Take time to anticipate potential obstacles and discuss how you and your team will handle the inevitable bumps in the road. Doing this in advance will help you avoid paralysis in the face of obstacles.

Using your VISION is a cyclical process. Create routines where you and your team talk about your vision and goals. Be ruthless about continuing to inventory and inspect activity and stop any that doesn't move you closer to your goals and vision.

In our previous two articles we suggested that "[simplicity-mindedness](#)" is a competency leaders should begin to embrace to drive business results. We explored [how reflection and planning is an integral component of leadership success and shared first-hand experience and wisdom](#) from leaders who we admire.

Kim Spivey is an organizational performance consultant and executive coach with 25 years of experience in sales, human resources and organizational strategy leadership. Her firm, Kim D. Spivey, LLC, focuses on building strong leaders and strong teams for strong organizations.

Carson Tate is a productivity consultant who understands that efficiency and simplicity are a big part of the solution. She has a talent for analyzing an important work situation, customizing a solution and delivering results. Carson is a member of the National Association of Professional Organizers and was in the first class of 200 professional organizers nationwide to receive the CPO – Certified Professional Organizer designation. She was recognized by the Charlotte Business Journal as a "40 Under 40."

Working Simply provides a comprehensive suite of programs that re-frame how businesses and individuals work and interact. Our solutions use a combination of customizable tools, processes and trainings to deliver measurable results. Created to address an under-served need, Working Simply has partnered successfully with numerous clients to improve efficiency and organization.

For more information on Working Simply, visit www.WorkingSimply.com or contact Carson Tate at carson@workingsimply.com.

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This Month's Newsletter

[Use Your Vision To Stay On Track](#)

Upcoming Trainings

SAVE THE DATE

Simplicity Lab: Bad Email and File Fatigue

Thursday, Sept. 16, 2010 8:30-11:30 AM

Ultra-busy executives can waste as much as six weeks a year on bad email practices. Six weeks spent answering emails obsessively, searching for lost documents and making bad impressions with sloppy email practices.

Most of us are overwhelmed, overstretched and over-scheduled. A lack of skills around using a calendar and organizing files is killing efficiencies that could help us stay sane—plus save time and money.

This is no lecture. **Bring your laptop or Blackberry** to create the system that will change your world. You will work with your tools – email, calendar and task list – to maintain simplicity and sanity at work and in your life.

You will learn to:

- * Stop the crush of information.
- * Sync up your technology tools to increase your efficiency.
- * Boost performance with a real task list.
- * Re-invent the way you manage time.
- * Learn the "Priority Quadrant" to take action.

Tuition is \$195 and space is limited to 20 participants.



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