



APG Senior Leadership Cohort Program 2016



Book Presentation
Daniel Davis

Cohort 8 Book Review



“This book is for people who relish – or would like to relish – going to work each day because their work holds promise. Rather than wasting their breath complaining about their lack of formal power, they build their personal power and get thing done.”



by

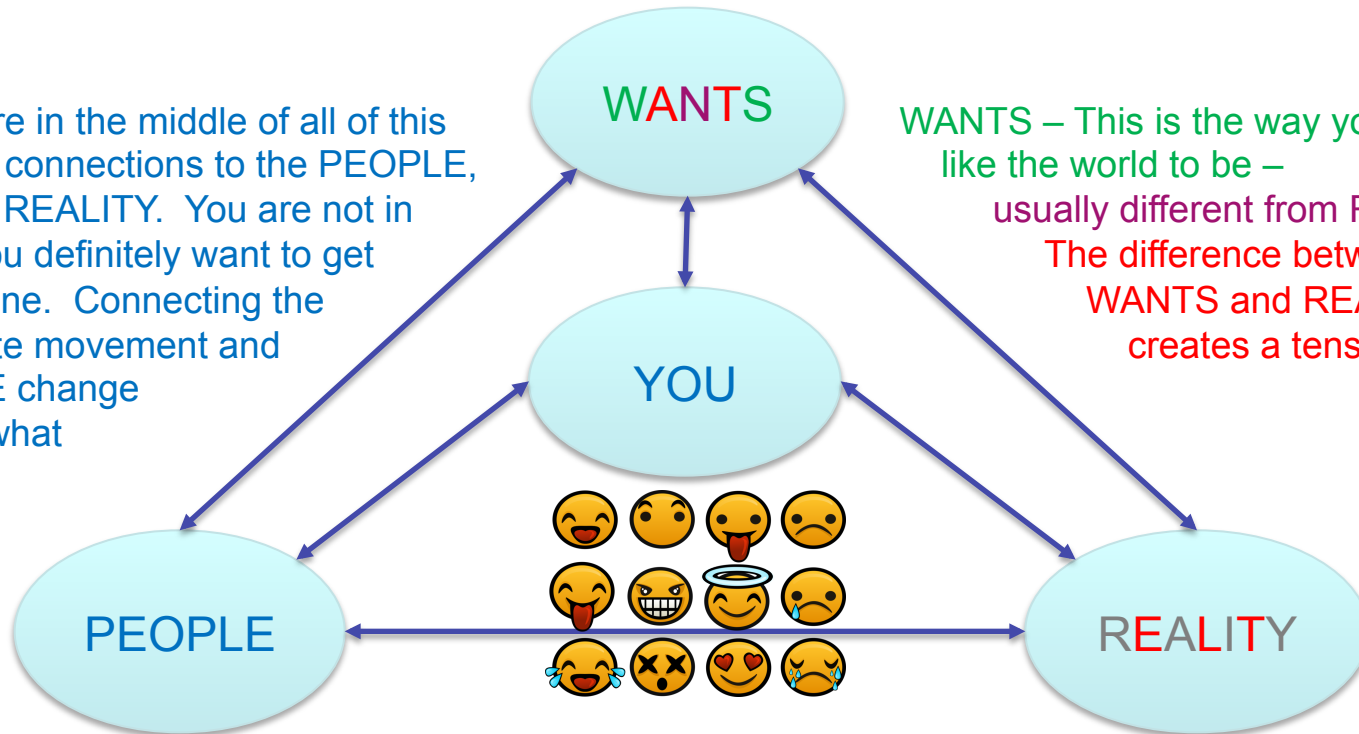
Geoffrey M. Bellman



Key Messages from this Book

A MODEL FOR GETTING THINGS DONE

YOU – You are in the middle of all of this with potential connections to the PEOPLE, WANTS, and REALITY. You are not in charge but you definitely want to get something done. Connecting the dots will create movement and help PEOPLE change REALITY to what they WANT



WANTS – This is the way you would like the world to be – usually different from REALITY. The difference between WANTS and REALITY creates a tension.

PEOPLE – These are the individuals and groups that care about the world as it is (REALITY) and/or as it could be (WANT). They are a potential source of talent, energy, money, expertise, and other resources. They may be for or against what you want to do, and they are vital to it.

REALITY – This is how things are right now, the day-to-day world in which you and others live, with all its comforts and discomforts, joys and sorrows, satisfactions and dissatisfactions.



Key Messages from this Book

Answering the following questions can help us to think before acting:

WANTS

- Why is it important?
- What do key people in this organization want?
- What do their wants have in common?
- How do their wants differ?
- How committed are they to acting on their wants?

REALITY

- What is really happening?
- How do key people describe what exists right now?
- What do their descriptions have in common?
- How do their descriptions differ?
- How responsive do they feel for the current state of affairs?



Key Messages from this Book

Answering the following questions can help us to think before acting:

PEOPLE

- Who makes the difference?
- Who could be affected by the changes anticipated?
- Who are the key people?
- What are their special talents, resources, or powers?
- How willing are they to work with each other?

YOU

- How might you help?
- What special talents, resources, or powers do you have?
- Why do you want to change things?
- How does your description of wants fit with others?
- How does your description of reality fit with others?
- How well do you work with the people involved?



Life Shaping Guides I Would Like To Share

- **Create your life game.** The secret to getting things done when you are not in charge is to **establish a life larger than work**, in which you are more in charge than at work. Without this larger, more important life game, you will end up playing by the rules of the work game, or reacting against them with no clear sense of purpose.
- **Learn the work game.** There is a work game where you work. **It has its own rules and roles, goals and penalties** – whether you are aware of it or not. There are ways for people to succeed. Certain behaviors are respected; others are disparaged. Learn this. It is not a matter of liking but of understanding how this work game works.
- **Know your position in the work game.** This allows you to **know where you are starting from**. Again, it does not mean that you like it, but that you understand what comes with the position you have. The best starting point for changing your position, or the work game, is to know what you are starting with. Of course, if you hate your position, you should not be playing here. Which leads to...



Life Shaping Guides I Would Like To Share

- **Recognize there are other work games.** There are other places in this world to work where you could be offering your talents. All of those other places have work games of their own. **Choose the work game you play, always honoring your larger life game.** If your life game is not being served by this work game, then go play somewhere else. Your ultimate power in the work game comes from choosing to play here, and knowing you make that choice daily.
- **Play well and hard at both Work and Life.** Concentrate. **Keep reminding yourself of what is important.** Know your skills and aspirations.

**“LIFE DIRECTION IS YOUR SOURCE OF POWER;
OPTIONS OPEN WHEN YOU SEE YOUR WORK AS
A VITAL PART OF YOUR LIFE.”**



Quotes I Would Like To Share

- *“Life direction is your source of power; options open when you see your work as a vital part of your life.”* (Geoffrey M. Bellman, *Getting Things Done When You Are Not In Charge.*)
- *“You don’t drown by falling in water. You drown by staying there.”* (Angel Chernoff) We have choices in both our work and personal lives, those choices determine whether we succeed or fail.
- *“Anything that causes you to overreact or underreact can control you, and often does.”* (David Allen, *Getting Things Done: The Art of Stress-Free Productivity*). Slides 4 and 5 speak directly to this.



What This Book Meant To Me

- This book reinforced the reality that no-one is fully in charge. We all answer to someone else and even ourselves for that matter. We must understand our WANTS, the often uncontrolled REALITY, and PEOPLE to get a better understanding ourselves and how we can make the best impact at work and in our personal lives.
- It also reinforced the reality that I don't always think about my work/life balance and how an imbalance in it can affect health and happiness.