Slide 1

Are You an Effective Leader?
Part 5: The Strengths of an Early Education Leader

EE Track – Sara Jo Dillard
Mid-America Leadership Conference

Slide 2

Christian Leaders:
Call on the name of Jesus to empower them and strengthen them!

Colossians 3:17 “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.” ESV

Slide 3

Think Ahead and Prioritize
To realize that recognizing and dealing with the correct priorities in the workplace increases our effectiveness as a leader.

Pareto Principle:
20% EFFORT → 80% RESULTS
20% of your priorities will give you 80% of your production
IF you spend your time, energy, money, and personnel on
the top 20% of your priorities.

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Example of Pareto Principle

**Time**
- 20% of our time produces 80% of the results.

**Job**
- 20% of our work gives us 80% of our satisfaction.

**Leadership**
- 20% of the people will make 80% of the decisions.

**Picnic**
- 20% of the people eat 80% of the food.

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1. **High Importance/High Urgency**
   - Tackle these projects first

2. **High Importance/Low Urgency**
   - Set deadlines for completion and get these projects parked into your daily routine

3. **Low Importance/High Urgency**
   - Find quick, efficient ways to get this work done without much personal involvement. Categories it in a "can do" basket

4. **Low Importance/Low Urgency**
   - This is busy or menial work such as filing, picking up and putting away, a little bit of everything. Get someone else to do it or don't do it at all.
<table>
<thead>
<tr>
<th>Characteristics of Leaders vs. Followers</th>
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<tbody>
<tr>
<td>Leaders</td>
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<tr>
<td>Initiate</td>
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<tr>
<td>Lead - take up the phone and makes call</td>
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<tr>
<td>Spend time planning - organize situation</td>
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<tr>
<td>Spend time with people</td>
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<tr>
<td>Fill the schedule with priorities</td>
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**Slide 11**

*An image of a person looking away.*

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**Slide 12**

*Image of a plan with the word 'PLAN' on it.*

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1. What gives me the greatest return on my investment?
2. Am I doing what I do best and receiving a good return for the organization?
3. What is the most rewarding?

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Priority Principles

- Priorities never “stay put.”
- You cannot overestimate the unimportance of practically EVERYTHING!
- The good is the enemy of the best.
- You can’t have it all.
- Too many priorities paralyze us.
- When little priorities demand too much of us, big problems arise.
- Time deadlines and emergencies force us to prioritize.
- Too often we learn too late what is really important!

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Most Important Lesson of Leadership:

Staff Development

- Winning team have great leaders.
- Excellent leaders create the right environment.
Excellent leaders control:
• Finances
• Personnel
• Planning

Excellent leaders avoid the seven deadly sins.

Winning teams pick good people. Know what kind of people you need!
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Common Strengths Outstanding Leaders Share

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- Written leadership plan is the vehicle through which you:
  - Articulate your vision
  - Define specific annual goals
  - Commit to specific action steps to be achieved within a set time period

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- **Planning Process**
  - Step 1—Individual preparation/self-assessment
  - Step 2—Articulate vision
  - Step 3—Set goals
  - Step 4—Action plan your way to success
  - Step 5—Communicate your plan
  - Step 6—Monitor progress
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<table>
<thead>
<tr>
<th>Competency</th>
<th>Goal(s)</th>
<th>Action Steps</th>
<th>Time Frame</th>
<th>Resources</th>
<th>Benefits</th>
<th>Obstacles</th>
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John 15:5 I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.

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Questions?
Thank you for attending!
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