

TAME YOUR PROBLEMS

30 minutes busy professionals can invest to reduce the wily troubles that keep them feeling anxious.



A Complimentary Guide from Karl Bimshas Consulting

KARL
BIMSHAS
CONSULTING

You Don't Have 99 Problems

Becoming overwhelmed is easy. Busy professionals have to deal with team performance, their boss, their directs, demanding clients, business partners, vendors, and more. They also have car problems, leaky faucets, untended gardens, messy garages, bills to pay, children who are teething or in puberty, or starting college. The list goes on.

Listen to people in elevators or waiting in line for a cup of coffee, and the litany of problems everyone is facing seems endless. I am no different, but I decided to challenge the assumption and do something besides lament and overindulge in chocolate. In my mind, I figured I had 99 problems. In reality it was 50. After doing the steps to this exercise I was able to cut it down to five. That's a manageable number I can proactively act on. So can you, and to can do so in about 30 minutes.



I am Karl Bimshas, the founder and owner of Karl Bimshas Consulting; a personal and professional development consulting firm built for leaders facing change. Working in the areas of leadership development, independent business planning, personal coaching, and career management, I use astute insights to help new leaders and leaders in transition to improve their self-management and team-leadership capabilities.

If you cannot do anything about it, stop thinking about it.

Many high-performers feel anxious over the volume of problems they face (or avoid) every day at the office and at home. I count myself among them and no amount of vocabulary jujitsu seems to help. Whether you call them opportunities or challenges, they can still feel like unsurmountable problems.

What if you worried less about what you called them and used your time to organize and begin solving them? In this eBook guide I'll walk you through a technique designed to tame your problems so you take some pressure off your mind and work on the significant few that will make the greatest impact.

Step One - List Your 99 Problems

Get some coffee and give yourself ten minutes to write down all your troubles. There are two limits to this exercise:

1. You cannot list more than 99 problems.
2. You cannot exceed the allotted ten minutes.

Go.

| | | |
|-----------|-----------|-----------|
| 1. _____ | 23. _____ | 45. _____ |
| 2. _____ | 24. _____ | 46. _____ |
| 3. _____ | 25. _____ | 47. _____ |
| 4. _____ | 26. _____ | 48. _____ |
| 5. _____ | 27. _____ | 49. _____ |
| 6. _____ | 28. _____ | 50. _____ |
| 7. _____ | 29. _____ | 51. _____ |
| 8. _____ | 30. _____ | 52. _____ |
| 9. _____ | 31. _____ | 53. _____ |
| 10. _____ | 32. _____ | 54. _____ |
| 11. _____ | 33. _____ | 55. _____ |
| 12. _____ | 34. _____ | 56. _____ |
| 13. _____ | 35. _____ | 57. _____ |
| 14. _____ | 36. _____ | 58. _____ |
| 15. _____ | 37. _____ | 59. _____ |
| 16. _____ | 38. _____ | 60. _____ |
| 17. _____ | 39. _____ | 61. _____ |
| 18. _____ | 40. _____ | 62. _____ |
| 19. _____ | 41. _____ | 63. _____ |
| 20. _____ | 42. _____ | 64. _____ |
| 21. _____ | 43. _____ | 65. _____ |
| 22. _____ | 44. _____ | 66. _____ |

- 67. _____
- 68. _____
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- 96. _____
- 97. _____
- 98. _____
- 99. _____

Taming Your Problems

1. Spend ten minutes brainstorming no more than 99 problems you're facing.
2. Consolidate your list.
3. What can you influence?
4. Prioritize.
5. Determine the significant few.
6. Take action.

Step Two - Consolidate

Look over your list and consolidate where you can. You may have written something twice, or called it something similar. Towards the end of the list, your mind may have started encouraging you to write goals instead of obstacles. For example, one of your final entries could have been the word travel. Travel is not a problem. Maybe you would like to do more (or less) than you are currently doing. Those reasons could be a problem, but guess what? Too late. You are past your ten-minute mark, so travel gets crossed off. If you cannot articulate your troubles clearly, it's not a pressing problem. Condense your list as much as you can.



If you cannot articulate your troubles clearly, it's not a pressing problem.

Step Three - What CAN You Do?

Next, place a Y beside each item you **could** do something about. There's no guarantee you will, but be honest, if there is **anything** you can do to improve your condition, mark it. If there is not, if the issue is out of your control, cross it off. If you cannot do anything about it, stop thinking about it.



Step Four - Prioritize

Prioritize the remaining problems. Using a variation of Maslow's needs, rank each problem in the following manner:

- Place an 1, next to any **Biological and Physiological** needs (*The basic needs; air, food, drink, shelter, warmth, sex, sleep, etc.*).
- Place a 2, next to any **Safety** needs (*Shelter, security, order, law, stability, healthcare, etc.*).
- Place a 3, next to any **Love and Belongingness** needs (*family, affection, relationships workgroups, friendships, intimacy, acceptance*).
- Place a 4, next to any **Esteem** needs (*status, prestige, social recognition, and accomplishment, etc.*).
- Place a 5, next to any **Cognitive** needs (*knowledge, meaning, self-awareness etc.*).
- Place a 6, next to any **Aesthetic** needs (*appreciation, search for beauty, balance, form, etc.*).
- Place a 7, next to any **Self-Actualization** needs (*striving for full personal potential, self-fulfillment, seeking personal growth.*).
- Place an 8, next to any **Transcendence** needs (*helping others to achieve self-actualization.*).

Step Five - Apply 80/20

The Pareto Principle tell us roughly 80% of the effects come from 20% of the causes. If you're feeling overwhelmed by a series of problems, it will probably be impossible to solve them all quickly. Better to focus on the vital few. In step five you organized your current troubles by motivating need. While it is possible, you "biggest" trouble might not correspond with pressing motivations, it's a place to start.

Reduce your list by 20%. If you had 99 problems, you'd focus on no more than 20.

Create this reduced list of problems by ranking them by motivating need. Start with the items labeled with a 1, then a 2, etc. Theoretically, 80% of the problems that occupy your time will be on this smaller list. That is still too many, so cut it in half. This will leave you with a reasonable number of problems (between 1 and 10).

1. _____
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1. _____
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10. _____

The Pareto Principle
Roughly 80% of the effects
come from 20% of the
causes.

Step Six - Next Action

Finally, turn each of these into an action item. For example, “Car needs new struts,” becomes “Get quote for new struts.” Schedule each activity on your calendar, or if possible, act on them now and resolve them.

| | Next Action | How Much? | By When | Status |
|----|-------------|-----------|---------|--------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

*As soon as you confront it,
the dynamic of a problem
shifts.*



I've created a Personal Game Plan. It is a coaching and accountability program taking a number of elements that I've used throughout the last five years to help people achieve the things that they want to achieve. I've put it in a format to help create a great plan for you.

Here are some of the things that we do on a one-on-one coaching and accountability partnering basis;

- We help set the stage for you. You clear up loose ends and make room for the things that you are going to bring in the year ahead.
- We have an intensive goal discovery process, and learn what your initial goal is, some of the motivations behind it, and how badly you really want it.
- You take a look at the whole picture, very similar to the exercise mentioned earlier. After that, we do some inside work and go through Your Values Finder, and we help you build your purpose.
- We work on your personal vision and take account of your strengths and weaknesses.
- In the active planning stage, we take a look at your goals and make sure that they are effective. We run through a goal worksheet, create a strategic plan and a theme for the year.
- We take a high-level, year at a glance view, where we populate your forecast of events, milestones and things that you know are coming over the year.
- We create monthly objectives based on your plan, your purpose, your vision, and your values. We take those monthly goals and turn them into a weekly focus and daily actions.

Parts of Personal Game Plan

Make Space
Goal Discovery
The Whole Picture
Values Finder
Building Purpose
Vision
Strengths & Weaknesses
Goal Testing
Goal Worksheet
Strategic Plan & Theme
Year at-a-glance
Monthly Objectives
Weekly Focus
Daily Actions
Recognition Plan
Personal Development
Plan
Feedback

2015 Personal Game Plan

There's a high level of flexibility in this program.

Some people want to work purely electronically.

Some people want a hard copy in front of them.

Some people have existing tools already that work for them.

Some people get bored very easily and need a different tool every few months.

We can accommodate any of that.

The great thing about the Personal Game Plan is that it is one on one personal coaching, not some online, automatic pilot self-learning course. Also, although it is a clearly defined program, it is also highly customizable based on your schedule, goals, and needs. It's designed to cover about 12 weeks, but you can speed that up, or if other things are fighting for priority, slow it down.

I'd love to help you create a successful plan. If you are leaning toward signing up for this, but are still unsure, you should wait. This program is for busy professionals who are confident and know what they want.

Learn more at bit.ly/2015GamePlan

Karl Bimshas Consulting / *Helps leaders facing change*

7676 Hazard Center Drive, Suite 500 | San Diego, CA 92108 | 619-497-2670

KarlBimshasConsulting.com

Sign up for the Leadership Memo, "Reflections on Leadership"

 <http://bit.ly/KBCMAIL>