

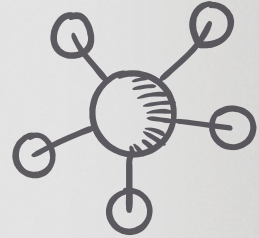
From Feeling Overwhelmed to Feeling Inspired

Pete Moore

Lake Forest Country Day School

Assistant Head of School/Head of Lower School

*Please put your name in the stormtrooper helmet to
enter a raffle to win one of seven books.*



Building Connections

Hometown?

Number of siblings?

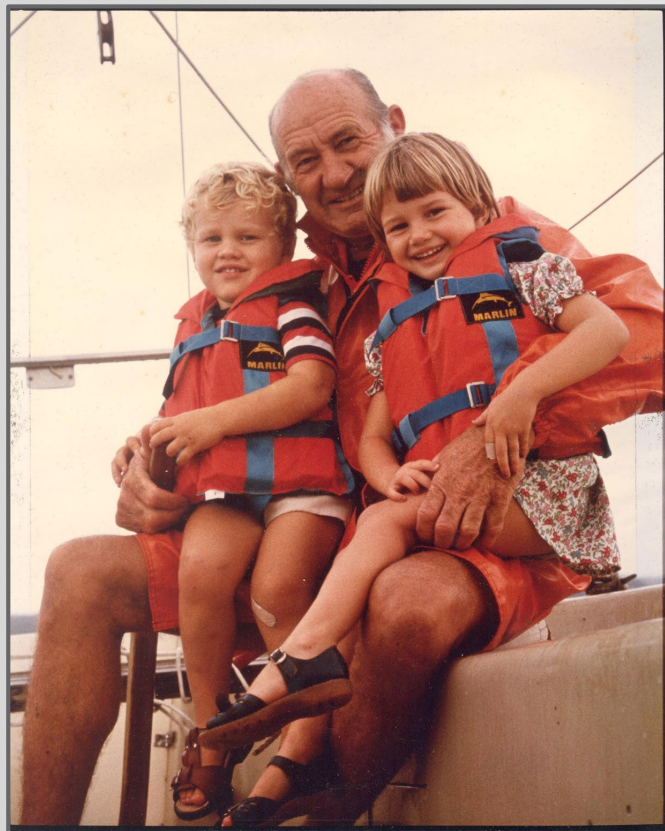
**What are some things that you love
doing in your free time?**

What inspires you?



My Journey





My Journey



SPECIAL ANNIVERSARY EDITION

HOW TO WIN FRIENDS & INFLUENCE PEOPLE

*The Only Book You Need
to Lead You to Success*

Dale
Carnegie

80
YEARS IN
PRINT!

My Journey





“
Success leaves clues.
”
~ *Tony Robbins*

**“
Learn to work harder on
yourself than you do on
your job.”**

~ Jim Rohn



My Journey



My Journey



**How do I help people
reach their fullest
potential?**



Meet Libby

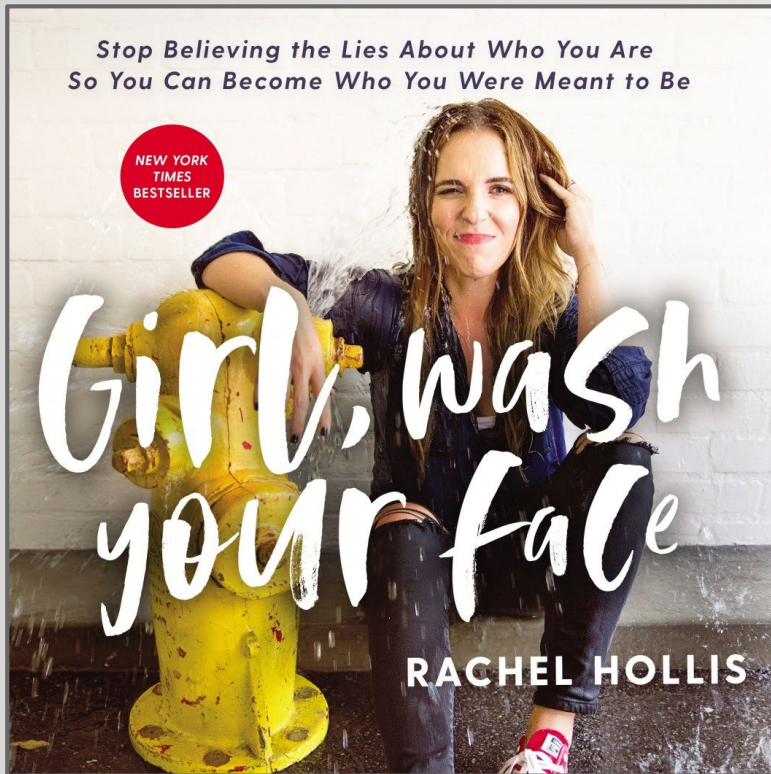


Stop Believing the Lies About Who You Are
So You Can Become Who You Were Meant to Be

NEW YORK
TIMES
BESTSELLER

Girl, wash your face

RACHEL HOLLIS





**Feeling overwhelmed
is inevitable**

“

Stress and meaning are inextricably linked. You don't stress out about things you don't care about, and you can't create a meaningful life without experiencing some stress.”

~ Kelly McGonigal

An open notebook with a dark cover is shown from a top-down perspective, lying flat on a dark brown wooden surface. The notebook's pages are white and mostly blank. The text "Four Levels of feeling overwhelmed." is printed in a large, bold, black sans-serif font, centered on the right-hand page. The left-hand page is empty. The notebook's binding is visible in the center, and small red tabs are visible at the top and bottom edges of the left page.

**Four Levels of feeling
overwhelmed.**

1.



2.



3.



4.



Five Approaches

- ◆ Energy
- ◆ Mindfulness
- ◆ External Brain/Inbox Zero
- ◆ Habits
- ◆ Personal Mission and Values

**5 Minutes a Day =
0.4% of 24 Hours**

Day = 5 minutes

Week = 35 minutes

Month = 150 minutes

One Year = 1,835 Minutes (30 Hours)

Three Years = 5,475 minutes (90 Hours)

Ten Years = 18,250 minutes (300 hours)

1. Energy

***“It’s not about
time, it’s about
energy.”***

~ Chip Bergh



"Combines the gritty tough-mindedness of the best coaches with the gentle but insistent inspiration of the most effective spiritual advisers."—*Fast Company*

The Power of Full Engagement

Includes
the Complete
Full Engagement®
Training System

*Managing Energy, Not Time,
Is the Key to High Performance
and Personal Renewal*

JIM LOEHR and TONY SCHWARTZ

Four Kinds of Energy

Physical

Refers to strength, endurance, flexibility and resilience.

Emotional

Is the ability to move freely and appropriately along a wide spectrum of emotions rather than responding rigidly or defensively.

Mental

Ability to sustain focus and concentration over time and embrace multiple points of view.

Spiritual

This is reflected in the commitment to one's deepest values and to a purpose beyond one's self (noble cause).

Focus on:

- ◆ Purpose
- ◆ Values
- ◆ Renewal
- ◆ Rituals

"Combines the gritty tough-mindedness of the best coaches with the gentle but insistent inspiration of the most effective spiritual advisers."—*Fast Company*

The Power of Full Engagement

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the Complete
Full Engagement®
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*Managing Energy, Not Time,
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**HUMAN
PERFORMANCE
INSTITUTE.**

Johnson & Johnson

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HAVE YOU UNLEASHED YOUR POTENTIAL?

We help individuals and companies maximize energy and improve wellbeing - fueling higher performance and inspiring purposeful living.





[About](#) [Solutions](#) [Approach](#) [Results](#) [Blog](#)

Fuel your people, Fuel your business.

Research shows **73% of employees experience burnout.**
Has it reached a breaking point in your organization?

[Take our Assessment](#)

The Energy Project is a training and consulting company focused on the human factors that fuel sustainable high-performance.

Reflection



#1 - What are two things you could do each week to renew your energy?

Why = You will feel healthier and more vibrant and be more productive at work.

How = Read *The Power of Full Engagement* or watch the TEDx talk, *The Way We're Working isn't Working*.

2. Mindfulness

“

Mindfulness can be thought of as moment-to-moment, nonjudgmental awareness, cultivated by paying attention in a specific way, that is, in the present moment, and as non-reactively, as non-judgmentally, and as open-heartedly as possible.

”

~ Jon Kabat-Zinn



Self-awareness

Your CliftonStrengths by Domain

EXECUTING

INFLUENCING

RELATIONSHIP BUILDING

STRATEGIC THINKING

16

31

20

34

14

4

23

11

Activator

Maximizer

Adaptability

Includer

Analytical

Input

18

17

15

1

28

33

Command

Self-Assurance

Connectedness

Individualization

Context

Intellection

22

30

8

7

6

2

Communication

27

Competitive

Consistency

Restorative

25

Deliberative

You Lead with the
Executing Theme



Your CliftonStrengths

Achiever | Communication | Focus | Relator | Discipline





Dominance

CHARACTERISTICS

High D:

Driven, Ambitious, Strong-
Willed

Low D:

Unobtrusive, Cautious,
Agreeable

Famous High Ds:

Gordon Ramsay
Steve Jobs
Tory Burch
Marissa Mayer
LeBron James



Influence

CHARACTERISTICS

High I:

Enthusiastic, Warm,
Persuasive

Low I:

Logical, Matter-of-Fact,
Incisive

Famous High Is:

Angelina Jolie
Taylor Swift
Jimmy Fallon
Kelly Ripa
Kurt Warner



Steadiness

CHARACTERISTICS

High S:

Loyal, Relaxed, Passive,
Patient

Low S:

Impulsive, Eager, Flexible,
Restless

Famous High Ss:

Brad Pitt
Aaron Rodgers
Dr. Drew Pinsky
Scarlett Johansson
Carrie Underwood



Compliance

CHARACTERISTICS

High C:

Detail Oriented,
Conventional, Exacting

Low C:

Arbitrary, Unbending,
Unsystematic

Famous High Cs:

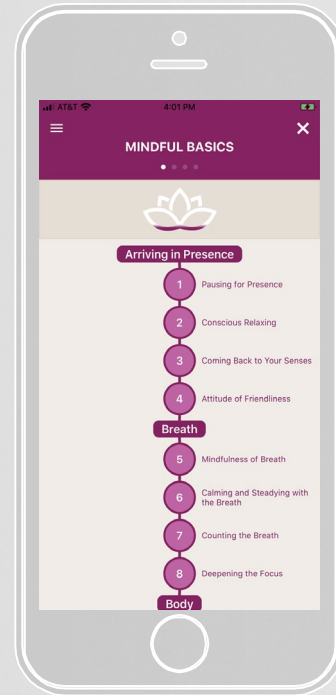
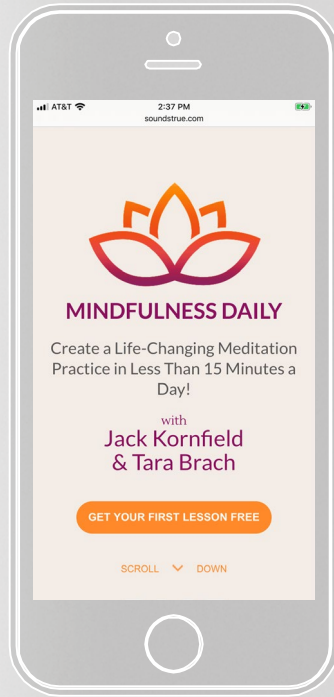
Neil deGrasse Tyson
James Franco
Melinda Gates
Sheryl Sandberg
Dalai Lama

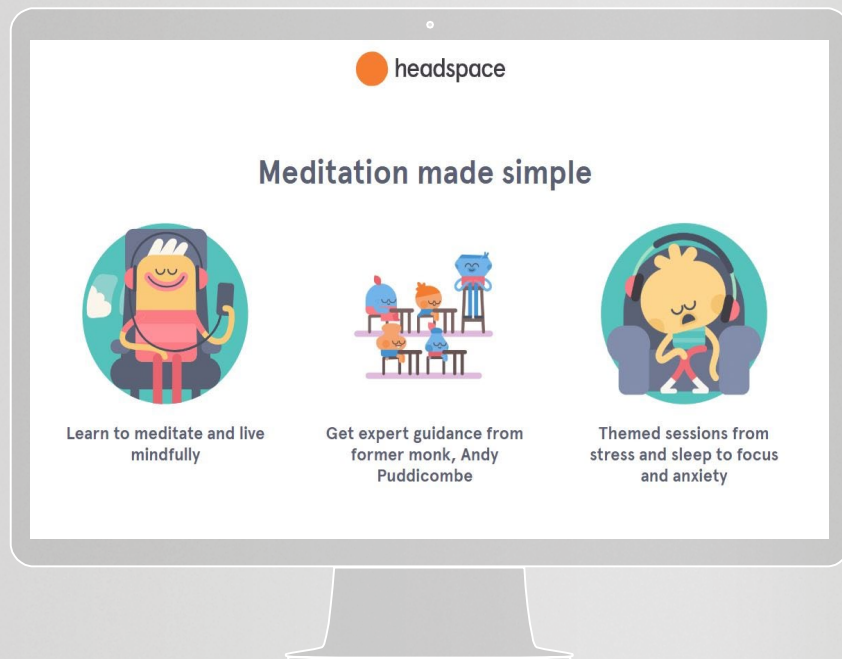
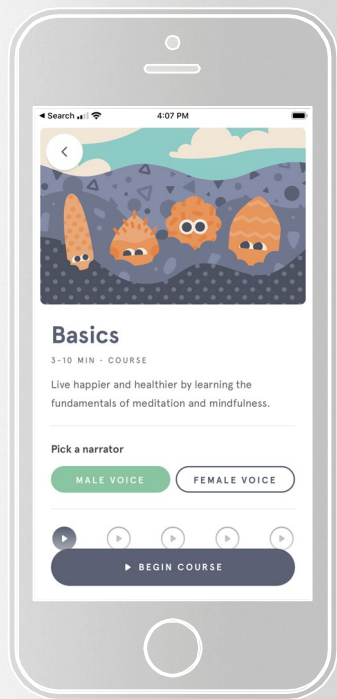
“

*Is there anything I could do
or stop doing to make it
easier to work with me?*

”

~ Kim Scott





Mindful Moment

"Thich Nhat Hanh writes with the voice of the Buddha." —Sogyal Rinpoche

THICH NHAT HANH



The Miracle of Mindfulness

An Introduction to the Practice of Meditation

Translated by Mobi Ho

Reflection



#2 - What did you notice during the mindful moment?

Why = According to Harvard Medical School mindfulness can improve well-being, relieve stress, treat heart disease, lower blood pressure, and improve sleep.

How = Use a mindfulness App such as Headspace and try mindfulness meditation for ten minutes a day for a week.

3. External Brain/Inbox Zero

“

The most fundamental principle of the organized mind, the one most critical to keeping us from forgetting or losing things, is to shift the burden of organizing from our brains to the external world.

”

~ Daniel J. Levitin

***“Your mind is
for having
ideas, not
holding them.”***
~ David Allen

Getting Things Done
the art of stress-free
productivity

from the New York Times bestselling author

David Allen





todoist

OmniFocus



☰

Todoist

🔍 Quick Find

PM

15635

Inbox

2

Today

2

Next 7 Days

18

Projects

+

Recurring Task

15

Next

Future Tasks

5

Work

^

Email

7

Around LFCDS

1

Email - Six Minutes

Computer

12

Follow Up

LS Faculty Meeting

1

Inbox

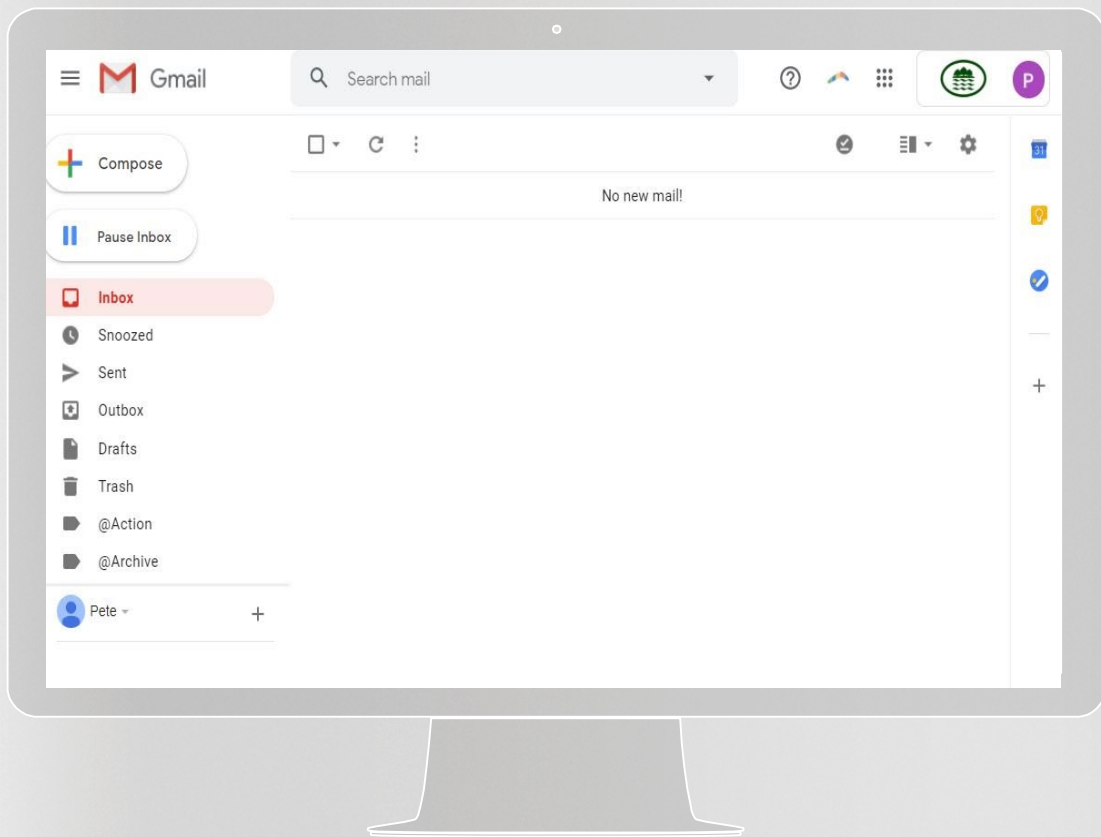
Email Marion re; book share

Today

Email Bella presentation- ninja gym

Saturday

+ Add Task



Inbox Zero

action-based email



Merlin Mann
Google Tech Talk

▶ ⏮ 🔊 2:35 / 58:41



THE NEW YORK TIMES BESTSELLER

THE CHECKLIST MANIFESTO

HOW TO GET THINGS RIGHT

PICADOR

ATUL GAWANDE

BESTSELLING AUTHOR OF *BETTER* AND *COMPLICATIONS*

Morning Routine at LFCDS

- ☐ Turn on lamps
- ☐ Go through bag
- ☐ Restart computer
- ☐ Write appreciation card/text
- ☐ Deliver appreciation card
- ☐ Record who I wrote the card to
- ☐ Fill up printer with paper
- ☐ Sign papers
- ☐ Fill up water bottle and kettle
- ☐ Check YNAB for two minutes
- ☐ Write out my goals
- ☐ Read mission and values
- ☐ File papers for five minutes
- ☐ Check work calendar
- ☐ Check personal calendar
- ☐ Create meeting notes
- ☐ Check things to do
- ☐ Process email

Reflection



#3 - List ten or more things that have your attention.

Why = We are not able to keep track of all the tasks we need to do in our heads.

How = Learn about “Inbox Zero”, investigate ways to create and “external brain”, and create simple checklists.

4. Habits

“

It is so easy to overestimate the importance of one defining moment and underestimate the value of making small improvements on a daily basis. Too often, we convince ourselves that massive success requires massive action... improving by 1 percent isn't particularly notable—sometimes it isn't even noticeable—but it can be far more meaningful, especially in the long run. ~ James Clear

”

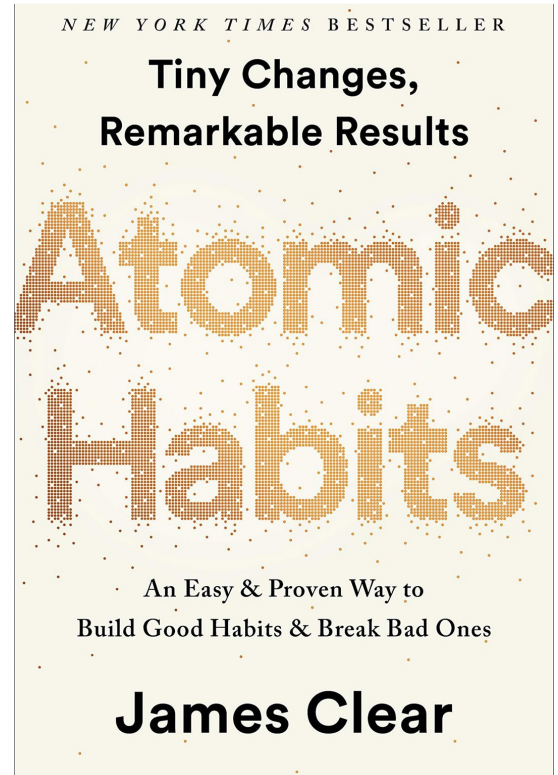
“*What is easy to do is
easy not to do.*”

~ *Jim Rohn*

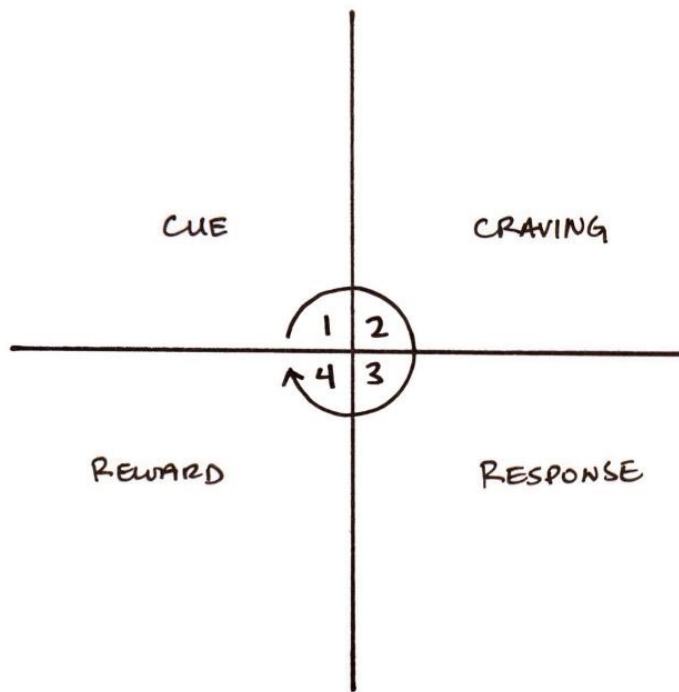
Four Strategies:

Make it:

- ◆ Obvious.
- ◆ Attractive.
- ◆ Easy.
- ◆ Satisfying.



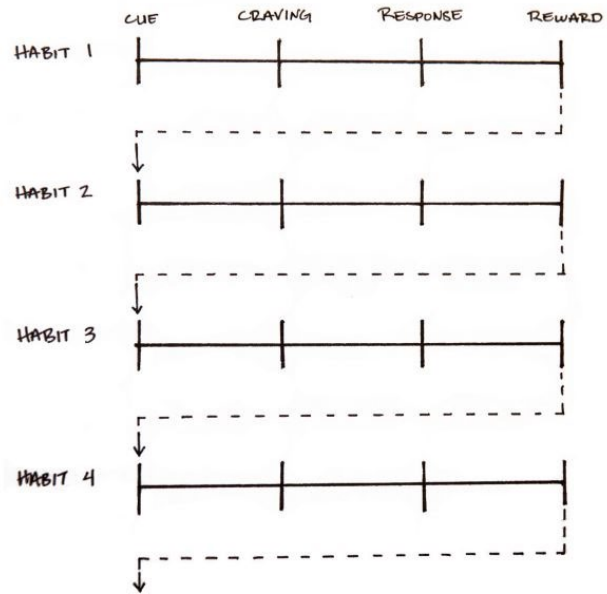
The Habit Loop





Gratitude

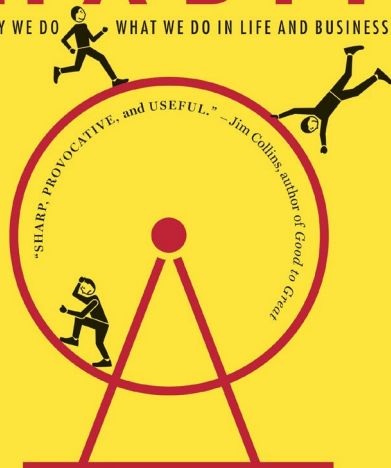
HABIT STACKING



NEW YORK TIMES BESTSELLER

THE POWER OF H A B I T

WHY WE DO WHAT WE DO IN LIFE AND BUSINESS



Charles Duhigg

WITH A NEW AFTERWORD BY THE AUTHOR

The Seven Principles
of Positive Psychology
That Fuel Success and
Performance at Work

THE HAPPINESS ADVANTAGE

SHAWN ACHOR

As Taught in Harvard's Famed Happiness Course and to Companies Worldwide

NEW YORK TIMES BESTSELLER

"A real program, with real tools that can change your life and make your dreams a reality."
—DAVID BACH, bestselling author of *The Automatic Millionaire*

THE COMPOUND EFFECT

JUMPSTART
YOUR INCOME, YOUR LIFE,
YOUR SUCCESS

New York Times
Wall Street Journal
and USA Today
Bestseller!

DARREN HARDY

Publisher of *SUCCESS* magazine

Reflection



#4 - What is one positive habit you would like to start?

Why = The quality of our lives is a direct results of the seemingly insignificant repeated actions we take.

How = Read *Atomic Habits*. I cannot recommend this book more highly.

5. Personal Mission and Values

"To be a teacher. And to be known for inspiring my students to be more than they thought they could be."

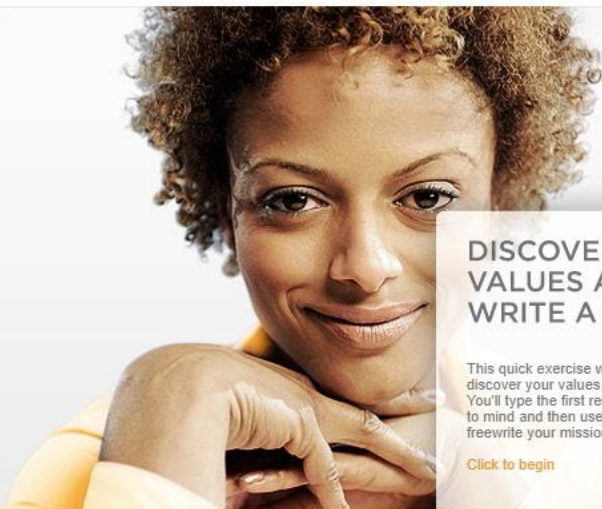
~ Oprah Winfrey

"To have fun in [my] journey through life and learn from [my] mistakes."

~ Sir Richard Branson

LIVE WITH PURPOSE.

You have a purpose in life. You know in your heart what's most important to you. In fact, your mission and values are expressed every day, by how you live—you just may not realize it. **We're here to help you find the right words to put that mission down on paper.**

[Build yours now](#)

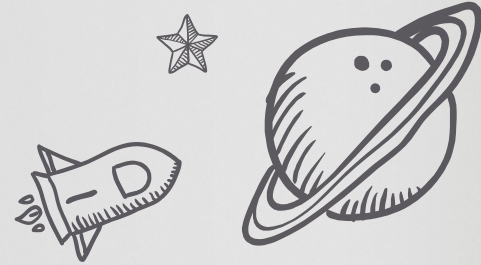
DISCOVER YOUR VALUES AND WRITE A MISSION

This quick exercise will help you discover your values and principles. You'll type the first responses that come to mind and then use your answers to freewrite your mission statement.

[Click to begin](#)[+ PERSONAL](#)[+ FAMILY](#)[+ TEAM](#)[+ YOUR VALUES](#)

My Personal Mission:

- Love deeply
- Create great schools
- Help others reach their dreams



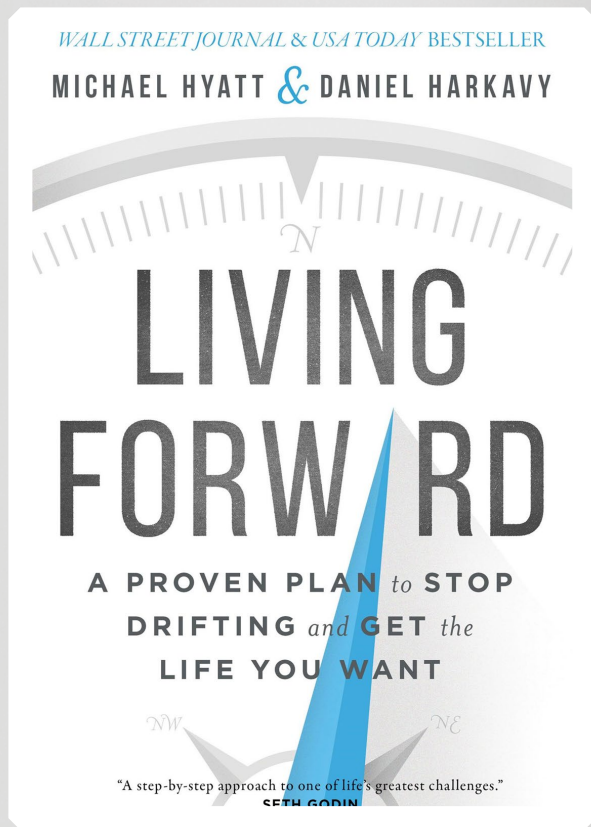
Health
Kindness
Service
Perseverance
Self-Discipline
Patience
Financial-Prosperity
Bravery

Honesty
Respect

How do I want to be remembered?

What matters most?

How do I get from here to where I want to be?



Reflection



#5 - My purpose in life is to...
or
I value...

Why = A personal mission and core values gives you a clear idea of what is most important to you and it shapes your actions.

How = Take the time to create your own personal mission and core values.

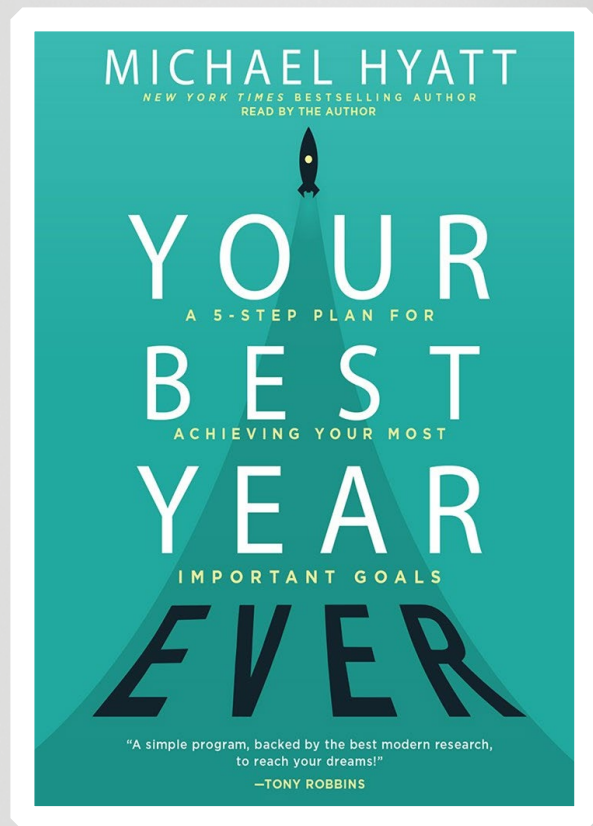


Hidden Track

Goal Setting

Types of Goals

- ◆ Habit Goals
- ◆ Achievement Goals



Vision Board



**My everything, my
dream and, my wish.**



Stay in touch!

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Presentation: bit.ly/34EVnRz

