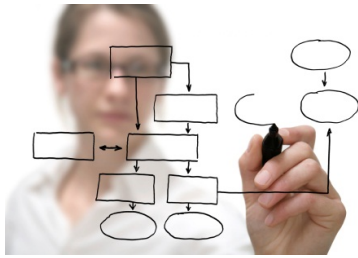


Building the Structure Characteristic



This characteristic helps you:

- create order in a chaotic or confusing environment
- take time to analyze information before moving into action
- build and manage structures that enable planned movement during change
- create systems that allow you to coordinate with others
- apply the discipline to use and maintain systems you have set up

You may want to strengthen this characteristic if you:

- try to keep everything in your head
- tend to move into action during change with little analysis
- find yourself overwhelmed with disorder
- enjoy setting up systems but find it tiresome to maintain them
- have trouble coordinating your actions and systems with others



Creating Structure

Structures can be constraining, but they can also be liberating. When you can employ effective systems and processes to help you manage the predictable parts of a challenge, it frees your energy to focus on the things that truly need your attention. However, if you wait until you're in the midst of turbulence to establish effective systems, or if you set them up and then lack the discipline to use and maintain them, you will not achieve the full potential benefit.

There is an art to setting up good structures. They need to work for you and for others who will use them.

Try It Yourself

Think about where in your life it might be helpful to create an effective system or structure.

1. Decide what needs to be structured:

Time	Energy	Space	Priorities
Objects	Interactions	Data/Information	Something else

2. Who will need to use this structure?

Just you	One or two others	A group of people	Lots of people
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3. What preferences, capabilities, and other issues do you need to keep in mind as you create this structure?

Technology skills and/or access	Language	Schedules	Other things
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4. Select a system that will work for you and any others who will use it.
5. Try the system out for a while. Make adjustments if needed.
6. Set aside regular time to maintain the system.

Micro-Practice: What can you do "in the moment"?

- ✓ When you feel like you have too much to do, try making a list with deadlines.
- ✓ Take five minutes to create order in one small corner of your world.
- ✓ Take the time to put something where it belongs or enter a commitment on your calendar.