

# **Burn Brightly Without Burning Out**

**How to Balance The Work You  
Need With The Life You Lead**

**A Seminar With Dick Biggs for  
CTN, the Energy Network  
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## **Seminar Purpose**

Dear Seminar Participant:

You wouldn't be here today if you weren't doing a lot of things successfully. Hopefully, you're attending this meeting because you want to take your personal growth and professional development to new heights. If so, you're going to leave here truly excited about the opportunities that lie ahead.

As one who has spoken and written about work life balance for many years, I'm here to inspire you to burn brightly without burning out. You can balance the work you need with the life you lead by understanding and implementing the following principles:

- There's no such thing as a perfectly balanced life *every* day.
- Manage yourself before you manage time.
- Burn out is optional.
- Manage stress by making time for serenity.

To get the most out of this session, ask yourself these questions:

- ***Am I ready*** to learn and grow?
- ***Am I willing*** to participate?
- Will I be ***able*** to implement my action plan?

If you answered a resounding "yes" to all three questions, please turn to page **3** and let's get started on this exciting learning adventure.

Enthusiastically – Dick Biggs

# The Learning Funnel

Facts

(\_\_\_\_\_)

Filtering

(\_\_\_\_\_?)

Focus

(\_\_\_\_\_?)



- 5 key questions to a more balanced life:

\_\_\_\_\_ am I?

\_\_\_\_\_ am I here?

\_\_\_\_\_ Am I going?

\_\_\_\_\_ Will I get there?

\_\_\_\_\_ I get there, \_\_\_\_\_ will I have?

- Unbalanced/balanced lifestyle profiles:

\_\_\_\_\_ > \_\_\_\_\_ > \_\_\_\_\_ > \_\_\_\_\_ .

vs.

\_\_\_\_\_ > \_\_\_\_\_ > \_\_\_\_\_ > \_\_\_\_\_ .

## **Manage Yourself Before You Manage Time**

- What is personal management?
  
- What is time Management?
  
- Why is personal management more important than time management?

# **The Master Plan Funnel Concept**

*A personal Management Focus Tool*

Purpose  
(Lifetime \_\_\_\_\_)

Dominate Interests  
(Lifestyle \_\_\_\_\_)

Goals  
(Short/Long-Term \_\_\_\_\_)

Priorities  
(Daily \_\_\_\_\_)

# **Purpose**

*Why am I here?*

“Have a purpose in life and, having it, throw such strength of mind and muscle into your work as God has given you.”

- Thomas Carlyle

- What is purpose?
- How does purpose differ from a mission?
- How does purpose differ from a goal?
- How can I know the purpose of my life?

## Why do a purpose statement? It...

- Demands a sorting out of what's really important.
- Provides clear direction.
- Offers sharp focus.
- Builds \_\_\_\_\_.
- Requires long-term thinking.
- Contributes meaning and significance to life.
- Simplifies decision-making.
- Affords a valuable tool for \_\_\_\_\_ and \_\_\_\_\_.

**Note:** If you're convinced that you need a purpose statement for your life. You might be thinking: How do I craft such an important document? Please turn to page 10.

## How do I craft a purpose statement?

- Find a guiding \_\_\_\_\_ as your anchor.
- Make a list of your dominant interests.
- List the qualities you admire most in your role models and mentors.
- Stat your strongest character qualities
- Jot down key phrases you feel should be part of this document.
- Do an \_\_\_\_\_.
- Prepare a rough draft.
- Edit, rewrite and polish.
- Ask for feedback from trusted friends or relatives.
- Put the finished document in \_\_\_\_\_.

**Note:** Pleas send me a copy of your purpose statement(s) and any thoughts concerning this process. I'd love to hear that you took action and how it enriched your life. I challenge you to do so in the next 30 days.

## Purpose Statements

- **Dick's Personal Purpose Statement:** "I will strive to 'to do what is right' by maintaining integrity in all facets of my daily living. I will strive 'to love mercy' by having a positive influence on others as a principle-centered role model and mentor. I will strive 'to walk humbly with...God' through congruency between my beliefs and behavior." (Based on Micah 6:8)
- **Biggs Optimal Living Dynamics (BOLD!) Purpose Statement:** "Helping organizations boost bottom line profits and better the top line – people and their productivity." This is accomplished through our inspirational keynotes, high-content seminars, and resources such as books, videos, audios, etc.
- My Personal Purpose Statement:
- Displaying the purpose statement on everything:



## **Dick's DI Chart**

**My DIs**

# Goals

*What do I want to do?*

“Belief is the motivating force that enables you to achieve your goals. Therefore, it is vital that you know exactly what you want out of life.”

- Claude Briston, *The Magic of Believing*

## 7Rs System for Goal-Setting

R

R

R

R \_\_\_\_\_ to the specific.

R \_\_\_\_\_ upon often.

R \_\_\_\_\_ pursue.

R

# Priorities

*How will I get optimal daily results?*

“Life is about choices, and choosing is about prioritizing. Choose wisely each day and keep fine-tuning throughout your life until you get the results you want.”

- Dick Biggs, Burn Brightly Without Burning Out

## 5 Ds System for Prioritizing

D \_\_\_\_\_ the importance.

D \_\_\_\_\_ it.

D \_\_\_\_\_ on a plan of implementation.

D \_\_\_\_\_ if possible.

D \_\_\_\_\_ it.

**Here's the essence of *The Mater Plan Funnel Concept*:** When priorities get done daily, goals are eventually realized. When goals are achieved in all of your dominate interests, there is balance. And when there is balance, you're more likely to fulfill your purpose and lead a more meaningful life.

# Practical Application of The MPFC

My life purpose is:

Dominant Interests

Weekly Goals

Daily Priorities



- What can I do to avoid burn out? Observe the....

## **Eight Elite Enhancers Of Longer Life**

1. Get the proper amount of \_\_\_\_\_ and relaxation.
2. Have regular, complete, preventive \_\_\_\_\_ and \_\_\_\_\_ exams.
3. Eat a balanced sensible diet/maintain the proper \_\_\_\_\_ .
4. \_\_\_\_\_ aerobically, reasonably and consistently.
5. Avoid all \_\_\_\_\_ products.
6. Avoid \_\_\_\_\_ and use \_\_\_\_\_ in moderation, if at all.
7. Use home smoke detectors/wear vehicle seat belts.
8. \_\_\_\_\_ , particularly at yourself!

## **Manage Stress By Making Tim for Serenity**

- What is stress?
  
- What is serenity?
  
- Between                      and                      is a balance based on managing

stress by making time for serenity in these crucial areas of your life:

- o Spiritual
  
  - o Mental
  
  - o Physical
  
  - o Emotional
- 
- What about spontaneous vs. planned serenity?

## **Action Ideas**

“What I most need is someone or something to get me to do what I already know who to do and what I’ve already said I wanted to do.”

- Ralph Waldo Emerson

## **About Dick Biggs**

Known as *The A-Line-Ment Specialist*, Dick works with organizations to boost bottom line profits and better the top line-people and their productivity. He does this as a popular keynote speaker, seminar leader, facilitator and author. His topics range from leadership, mentoring, communication and teamwork, to work/life balance, people empowerment and peak performance.

Since 1982, Dick has served organizations in 40 States, Canada, England, Germany and Guam. Dick's clients include State Farm Insurance, FedEx, Merck, Intel, Lucent Technologies, Georgia-Pacific, Mohawk Industries, HomeBanc Mortgage, Abbott Labs, BellSouth, Alabama Power Co., Progress Energy, CMC Steel Group, Chick-Fil-A, Sonic Drive-Ins, Grinnell Mutual Reinsurance Co., Federal Reserve Bank, SunTrust Bank, and scores of government agencies, trade associations, dental study groups, and non-profits.

He's the author of *Burn Brightly Without Burning Out* and *If Life Is A Balancing Act, Why Am I So Darn Clumsy?* And he's the creator of *Maximize Your Moments With The Masters*, a comprehensive, year-long mentor program licensed to a variety of organizations determined to ensure their successor leadership.

Prior to starting his own business, Dick was a sportswriter for *The Atlanta Constitution and Associated Press*. He was also a salesman and sales manager for 13 years. He's a former Marine sergeant who served as a security guard at the American embassies in Warsaw and Rome. A veteran marathon runner who runs 15-20 miles every week, Dick is a co-founder of the Chattahoochee Road Runners-the second largest running club in Georgia.

In addition, Dick has been a member of the National Speakers Association (NSA) since 1986. He's a past president of NSA-Georgia, and a recipient of *The Kay Herman Legacy Award*--his chapter's highest honor.

Dick is married to Judy and they reside on Lake Lanier north of Atlanta. They have two grown daughters and a 5-year-old grandson named Jackson. Dick is a small group leader and teacher at his church. He's also mentored Scotty Cole, a middle school student in his community, for the past seven years.