

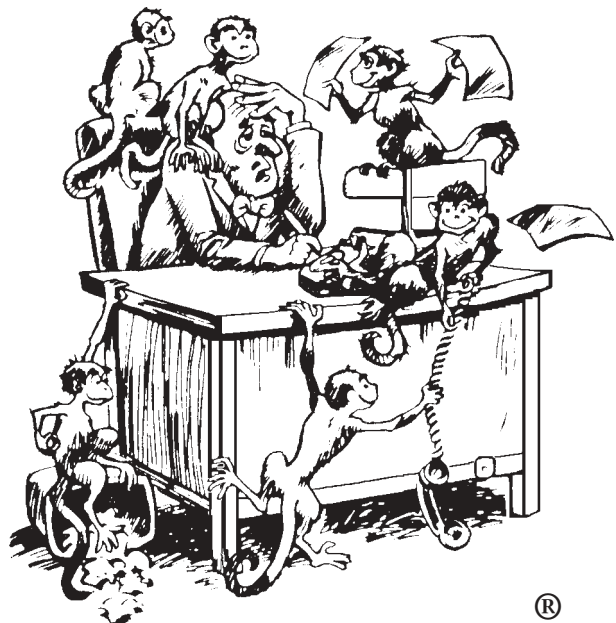


**THE WILLIAM ONCKEN CORPORATION**

## **MISSION CONTROL:**

**ARE YOU CONTROLLING EVENTS,  
OR ARE EVENTS CONTROLLING YOU?**

**EXCERPTED FROM THE 2-DAY SEMINAR:  
MANAGING MANAGEMENT TIME™**



®

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## CONSULTANTS TO MANAGEMENT

Dear CTN Viewer:

Welcome to my presentation, Mission Control: Are You Controlling Events Or Are Events Controlling You? It is a heavily edited segment of the leadership philosophy created by my father, William Oncken, Jr., (1912-1988). He developed this body of work in 1960 based on his 30-year career experiences as a physicist, Naval Officer in World War II, and senior level executive in both government and private industry. He copyrighted this philosophy and entitled his flagship seminar, Managing Management Time™: Who's Got the Monkey?.

His philosophy is based on timeless leadership and empowering principles that have been used by successful leaders throughout history. With his common sense approach to organizational realities and the use of unique imagery he developed to communicate the principles under discussion, our course is not only enlightening and entertaining, but the strategies are immediately applicable.

Examples of his memorable imagery and tools include the:

- Molecule of Management,
- Six Rules for the Care and Feeding of Monkeys and Gorillas, and
- Freedom Scale.

These and our other tools will direct your philosophy of management to allow you to create time to develop your staff and maximize productivity, using your professional judgment and influence.

We look forward to your feedback and the opportunity to present the Managing Management Time™ seminar or one of our other leadership courses on-site at your organization.

Until then, remember that each generation has had managers and would-be leaders who ignored the foundation principles of management or took them for granted, and suffered the consequences that reality visits upon those who “look the other way.”

Sincerely,

**Bill**

William Oncken, III

President

WO/jb

# MISSION CONTROL

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## TWO KINDS OF TIME

### Vocational

#### What you are paid for

Your personal time and effort.

#### Bottom Line

The direct result of your personal effort / output.

#### Time-Management Strategy

Do more in less time.

#### Content

Activities that lead to the accomplishment of the assigned task.

#### Efficiency

Techniques and gadgetry for self-improvement.

#### Efficiency Corollary

Being 'right' is enough.

#### Objectives

- a. Doing-the-doing, and
- b. Process improvement  
(via industrial engineering).

### Management

#### What you are paid for

Your judgement and influence.

#### Bottom Line

The collective outputs/efforts of many others whom you can control only through your judgement and influence.

#### Time-Management Strategy

- a. Maximize your batting average in judgements you make, and
- b. Maximize your effectiveness through the influence you exert.

#### Content

- Activities that generate:
- a. Organizational support, and
  - b. Discretionary time

#### Effectiveness

That the right thing gets done by the right person, at the right time, with the right resources (as best as circumstances will permit).

#### Effectiveness Corollary

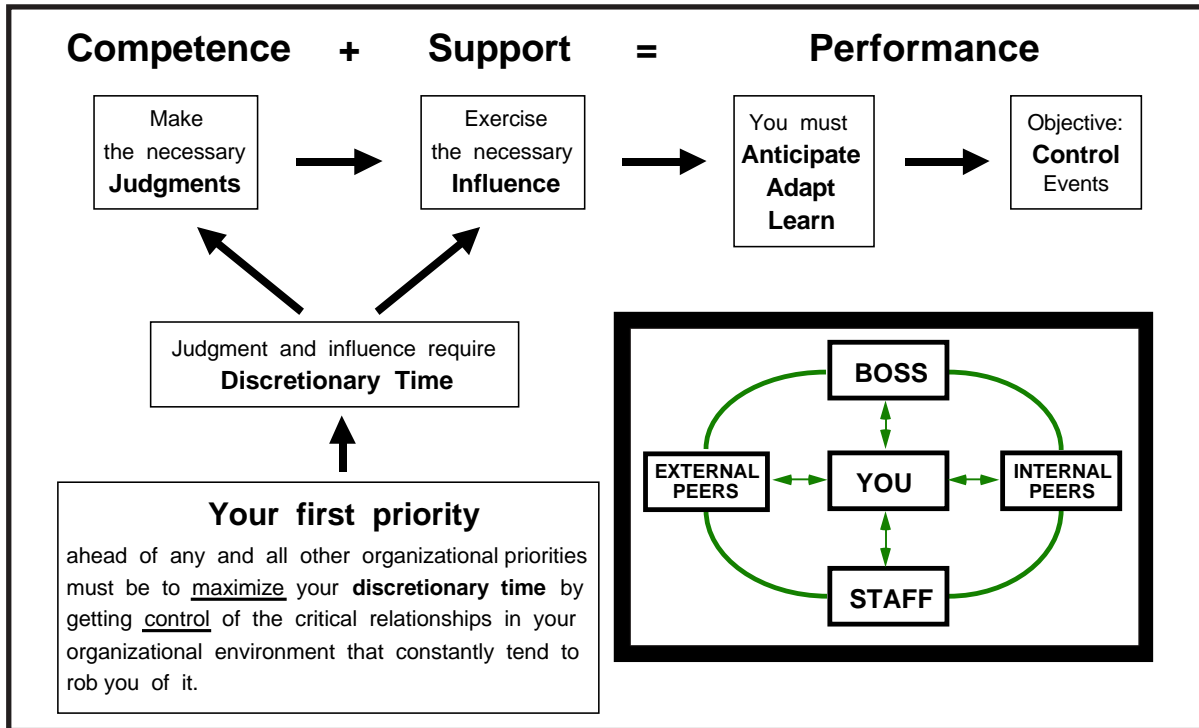
Being 'right' is NOT enough.

#### Objectives

- a. See to it that the doing gets done, and
- b. Control events.



## YOUR MISSION / FIRST PRIORITY



### Oncken's First Law:

**What** you know will not get off the ground without the active support of **who** you know.

### Oncken's Second Law:

Before you can 'plan-your-work-and-work-your-plan,' you must get **control** of the **timing** and the **content** of what you do.



# MISSION CONTROL

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## KNOW YOUR MONKEYS

1. A monkey is:  
Whatever the **NEXT MOVE** is  
when dialogue between two  
parties breaks off.



2. For every monkey:  
There are two parties involved,  
namely, one to **WORK** it and  
one to **SUPERVISE** it.



## THE ONCKEN FREEDOM SCALE/INSURANCE

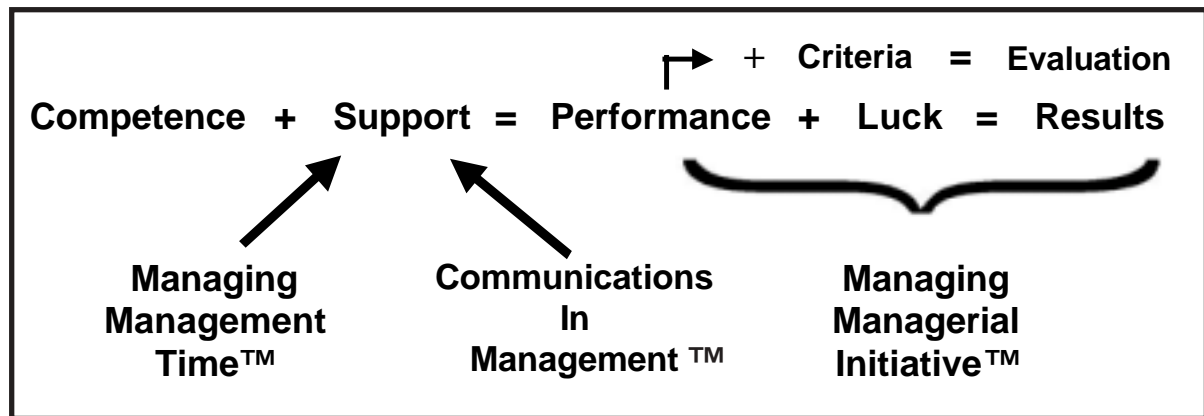
**OBJECTIVE:** To get control of the **TIMING** and  
the **CONTENT** of what "YOU" do.

5. ACT ON OWN (with routine reporting only)
4. ACT BUT ADVISE "AT ONCE"
3. RECOMMEND, THEN TAKE RESULTING ACTION
2. ASK WHAT TO DO
1. WAIT UNTIL TOLD

# BREADTH OF ONCKEN TRAINING

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## ONCKEN'S LEADERSHIP EQUATION



### Oncken's Third Law:

Each individual must so marshal their competencies, proficiencies and resources that they are able to:

- Capitalize on good luck when it occurs (as an opportunist).
- Reach their objectives as planned if luck is neutral.
- Exercise maximum damage control (as a troubleshooter) when bad luck occurs.

### Oncken's Fourth Law:

To build a culture characterized by creativity, effective execution and high morale, its people must only be evaluated (and thus rewarded or reprimanded) for what they can control or influence and not for the "luck element" in their jobs.

### Oncken's Fifth Law:

That which you cannot directly control you are paid to favorably/positively influence.



# BREADTH OF ONCKEN TRAINING

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## IN CLOSING

Oncken Leadership Training:

1. Is designed to put you and your personnel in the best position to control events. If you are not controlling events, then they will be controlling you – there is no third alternative. Through our unique imagery, we provide the strategic concepts and the operational tools to help you and your personnel get control of your jobs. Only then will you be in a position to control events.
2. Our training also provides your organization with a common language that facilitates effective interaction as they are both formulating initiatives and executing plans.

We invite you to consider making our Leadership Programs available to your organization:

### **Managing Management Time™ (MMT) — Seminar**

A Synopsis of our 2-Day Seminar is available from us on request. The presentation you just attended included an edited excerpt of the "Staff" element of that Synopsis.

### **MMT Application Workshop**

In these workshops, graduates of MMT—either in one-on-one coaching sessions or in group settings — can fine tune their molecule and sharpen their judgment and influence skills. MMT is a prerequisite.

### **How To Be An Effective Staff Member — Seminar**

This 1-Day Seminar is excerpted from the 2-Day MMT Seminar. It is designed for those personnel without “direct reports” who wish to become a more effective member of their boss’ staff.

### **Managing Managerial Initiative™ — Seminar/Workshop**

In this program, attendees get down to the specific "areas of managerial/leadership concern" inherent in their jobs, insuring that MMT concepts and tools are correctly applied. MMT is a prerequisite.

### **Communications In Management™ — Seminar/Workshop**

In this program, attendees further strengthen their molecular relationships by refining their ability to communicate in the three "languages" in which people are listening. To effectively get your message across, you have to know and be able to integrate into all your communications:

1. **What** people listen to,
2. **What** people listen **for**, and
3. **Who** people listen to.

MMT is a prerequisite.

