

TIPSHEET: HOW TO LEAVE A LEGACY AT WORK (AND IN LIFE)

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(How to get the most out of this keynote)

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1) Download and review the *Key Slides* to this keynote and recall the central theme: It’s time to be intentional about identifying, articulating, and/or living and leaving a legacy at work and in life. Our Legacy is our Profound What and the pursuit of it has an incredible impact on the results and imprint we leave behind - and the fulfillment we experience along the way.

2) Download and complete *The Innerview* from the toolkit to help identify and articulate the legacy you can strive to leave behind at work (and in life). To go deeper on the topic, read Chapter 4 from *Make It Matter: How Managers Can Motivate by Creating Meaning*.

3) Here’s a set of POWER TIPS to enact each of the 5 FOOTPRINTS OF LEGACY covered in the keynote:

- Enduring Results – Strive for major accomplishments that you envision, invest in, drive to realization, and ultimately leave behind that you can look back at 5-10 years from now with tremendous pride and say: “I did that. That simply would not have happened were it not for me.”
- Transfer of Knowledge – Remember that this comes from a commitment to coaching. Invest in others and do so in a manner that helps them become the best version of themselves, not of you (that’s why it’s called a transfer of knowledge, not a transfusion of knowledge). Be on the lookout for teachable moments.
- Passing on Values and Life Lessons – Values are all the little things we do each and every day that exemplify who we are. They are the daily little impressions we leave that make a huge permanent impression. We have a choice each day to live in support of our values, or in spite of them. Choose the former and hold those values sacred. Let them guide you, such that guesses become good decisions.
- Relationships & Lives Touched – Pick two people that matter in your life and double down on your



investment in your relationship with them – starting today. The relationships that matter to us will matter in the end. And remember a simple truth: people don't remember us for what we do for ourselves. They remember us for what we do for them. You want to leave a legacy behind? Try living in service of others.

- Stories Told About You – Hire yourself as the editor of the eternal and edit your own story. Does the narrative you are telling at work and in life match up with the narrative you want told? If not, you have the power to change the story, and each chapter that subsequently unfolds, before The End.

4) Here's a set of POWER TIPS to enact each of the 5 STEPS ON THE FOOTPATH OF LEGACY covered in the keynote:

- Appreciate the Power of Legacy and Invest – Believe that while furthering your workplan feeds your family, furthering a legacy feeds your soul. Understand that by investing in your legacy, you go from merely Being to Becoming, from merely Successful to Significant. And it changes everything.
- Evaluate Your Workplan Through the Lens of Legacy – Being hard on your work is hard work – but you must do it. Red work must stop (non-value added work). Green work is your core work, and Gold work is legacy worthy work. Ditch the Red to make way for the Gold. Reframe and reshape your workplan to be more enabling and reflective of the legacy you want to leave.
- Identify Your Specific Legacy – Change the questions you are asking yourself to more introspective ones. Use the list of power questions from *The Innerview* tool.
- Align Legacy Projects with Your Manager – Also get the resources and tracking systems in place you need/want to advance your legacy work, and consider finding a legacy partner – someone with whom you can exchange legacy statements and someone that can help hold you accountable to achieving that legacy.
- Write Your Legacy Statement – Boil your legacy statement(s) down to one crisp, action-oriented sentence (for each) and keep it front of you – every...single...day. Note that Chapter 4 of *Make It Matter: How Managers Can Motivate by Creating Meaning* can provide more assistance on exactly how to do this.

5) OTHER TOOLS AVAILABLE:

- Feel free to download any of the other tools in Scott Mautz's toolkit – they're intended to help you become the kind of leader others want to follow.
- You can also download a free e-book entitled "*The Full PoTENTIAL: Ten Ways to Bring Out the Latent Potential in Your People*" at scottmautz.com/full-potential-e-book.
- You can visit scottmautz.com to sign up for his blog, connect with him in social, follow him as an Inc. columnist, and get free shareable images/quotes – all intended to help you Work, Lead, & Live Fulfilled.

