

# NAVIGATING THE FUTURE

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# PLANNING FOR THE FUTURE QUOTES



Rich people  
plan for four generations.

Poor people plan for

Saturday night.

-Gloria Steinem, attributed

# PLANNING FOR THE FUTURE QUOTES



**The best way to predict the  
future is to create it.**

Peter Drucker

# PLANNING FOR THE FUTURE QUOTES



**Failing to plan is planning  
to fail.**

Alan Lakein

# The Six (6) Interrogatives



- Why ?
- When ?
- What ?
- Which ?
- Who ?
- How ?

# TO NAVIGATE?



- To plan and direct
- To give directions to the driver of an automobile, especially by reading a map.
- Travel over a planned course
- To make sequential progress through something

# WHY NAVIGATE THE FUTURE



- Globalization
- Stiff competition
- Advancement in technology
- Evolving
  - Hunters and gathers
  - Agrarian revolution
  - Industrialization
  - Knowledge economy- knowledge reliance /Intellectual capital

# PURPOSE DRIVEN LIFE



- Work
- Social
- Personal Development
- Recreation
- Community
- Health
- Family
- Spirituality
- Personal Life planning



# PURPOSE DRIVEN LIFE



- ▶ life is a single entity, and anything we experience (work and personal).
- ▶ identify and defined a clear purpose and meaning to life.
- ▶ purpose in life is typically aligned with the kind of work

# PURPOSE DRIVEN LIFE



- Family, friends, work, and nature are all part of life.
- Extremely passionate about work.
- Their family and friends are supportive of their work, and they'll encourage to make a difference.

## PURPOSE DRIVEN LIFE



- spend quality time with their family, friends, and community.
- Take a positive attitude towards everything in life.
- work is aligned with the clear purpose they have defined for themselves in their life.

# PURPOSE DRIVEN LIFE



- They love to do the kind of work that makes a positive impact on others life. They strive to make a meaningful contribution to the world in their own small way.
- When you are working in this , you won't have to think that you have to balance your work and life. It is already balanced and aligned with your life purpose.

# The Squares


- See beyond the 16 squares, beyond what we can see with our naked eyes.
- Avoid prejudgment.
- There are different ways of looking
- visible /Invisible
- We all perceive things differently, don't see problems, opportunity
- Objective.
- Professionally.
- Plan systematically

# PERSONAL SWOT (ABILITY & WILLINGNESS)

<b>ABILITY</b>  <b>WILLINGNESS</b>	<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>?</b>	<b>?</b>
<b>NO</b>	<b>?</b>	<b>?</b>

# IMPORTANT URGENT MATRIX



	URGENT	NOT URGENT
IMPORTANT	<p><b>Quadrant 1</b>  <b>Activities</b>                      Crises                      Pressing problems                      Deadline driven projects                      (always putting out fire)</p>	<p><b>Quadrant 2</b>  <b>Activities</b>                      Preventing problems &amp; anticipating future activities                      Creating strategies, planning                      Relationship building                      Recognizing new opportunities                      Recreation (<b>Quality Quadrant</b>)</p>
NOT IMPORTANT	<p><b>Quadrant 3</b>  <b>Activities</b>                      Holding meetings                      Mails reports                      Pressing matters  <b>MOST ORGANISATIONS</b></p>	<p><b>Quadrant 4</b>  <b>Activities</b>                      Trivia ,busy work                      Interruptions                      Time wasters,Phone calls  <b>WASTE OF TIME QUADRANT</b></p>



# Personal Finances



1. Loans from Commercial Banks.
2. Saccos – Savings and Credit Co-operative Societies.
3. Parastatals
4. NGO – Non Governmental Organizations
5. Friends/Relatives/Harambees
6. Personal Savings
7. Wages/Salaries
8. **ROSCAS.** – Rotating Savings and Credit Associations

# Personal Finances



9. Credit from suppliers
10. Dowry, gifts and inheritance
11. Bank over drafts
12. Charity, shares etc.
13. Venture Capitalist
- 14. Sale of fixed assets**
- 15. Savings /retained profits**

# Taking a Loan



- **Purpose For Which The Finance Or Loan Is Required.**
- **Repayment Period. .**
- **Interest Rates**
- **Amount Of Money Needed For The Intended Purpose. .**
- **When The Business Requires Money.**
- **Type Of Security Required**

# Taking a Loan (continued)



- **Grace Period**-time Given Before The Actual Repayment Of The Loan
- **Repayment Pattern**-this Refers To The Time Intervals At Which The Borrower Is Expected To Repay The Loan Monthly, Quarterly Or Annually.
- **How Soon** A Loan Or Finance Can Be Obtained.
- **Cost Of Obtaining The Loan**, Such Costs Include Insurance Fees And Commissions.

# Self-disclosure

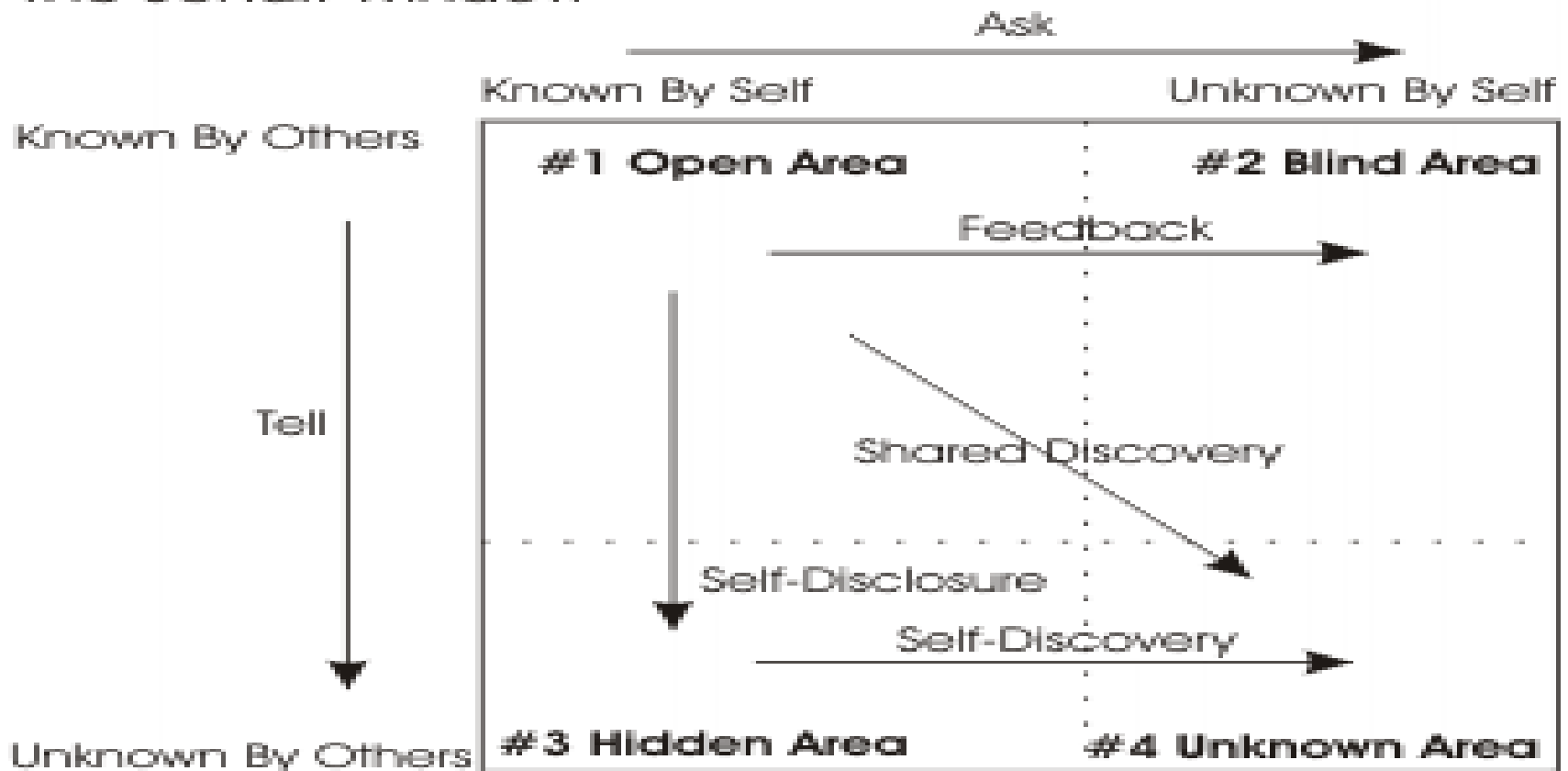


- **Key to establishing firm or good working relationships.**
- **It is the process in which one person tells another about something he or she would not tell any one.**
- **It helps one reflect on his or her thoughts, perceptions, and feelings.**
- **The process of self-disclosure is best illustrated by the Johari Window or Model.**
- **Joseph Luft and Harry Ingham (the word "Johari" comes from Joseph Luft and Harry Ingham),**

# Johari Window Model



## The Johari Window



# JOHARI WINDOW



There are two (2) key ideas behind the tool:

- That individuals can **build trust between themselves** by disclosing information about themselves; and
- That they can learn about themselves and come to **terms with personal issues** with the help of feedback from others.

# Common Characteristics



- **E-Energetic** - Full of energy of mind and body
- **N-Novelty –oriented-** (thinks creatively, continuously seek to create improvements in their performance. They are considered to be Innovative in nature).
- **T-Tolerant-** they tolerate long hours of hard work and are persevering and enduring.



# Common Characteristics



- **E-Enterprising** -have the courage and the willingness to engage in difficult undertakings.
- **Profit – oriented** -sees money as a source for more money and they don't squander money, they invest it.
- **R-Resourceful**- quickly and usefully employ their minds to make prudent decisions.
- **E-Efficiency conscious**- -hates wasting resources; and are considered to be economical

# Common Characteristics



- **N-Networking**- love interacting and making business connections.
- **E-Envisage**- plan ahead, set clear attainable objective/goals.
- **U-Unstoppable**- are optimistic and positive.
- **R-Risk loving** –takes rational, moderate and calculated risks and like challenges-they are not gamblers and avoid taking unnecessary risks.
- **S-Self-confident** –courageous, believe in themselves or have internal locus of control.

# SEVEN HABITS S Covey



1. **Be proactive** – and not reactive
2. **Begin with end in mind**: first create a mental vision of - to do/achieve/clear purpose
3. **Put first thing first** – organize & execute around your important priorities. be driven by the principles they value
4. **Think win –win:seek** mutual benefit & mutual respect –in all interactions

# SEVEN HABITS -By S Covey



- Think abundance/opportunity and not scarcity and adversarial competition
  - Not thinking selfishly win –lose or like a martyr lose –win. Its thinking in terms of we and not me
5. **Seek to understand then to be understood**  
–mutual understanding

# SEVEN HABITS-By Covey



- 6. Synergize** - this is the third alternative not my way ,not your way but the 3rd way that is better than either.
- 7. Sharpen the saw**-constantly renewing ourselves in the 4 areas – physical, social/emotional, mental and spiritual

# 4 INTELLIGENCES



- Body –Physical Intelligence (PQ)-  
Discipline
- Mind- Intelligence Quotient (IQ) -Vision
- Heart -Emotional Intelligence(EI)-Passion
- Spirit –Spiritual intelligence (SP)-  
Conscience

.

# 5 Key Issues to Avoid



- Comparing
- Competing
- Complaining
- Criticizing
- Comfort Zone/s