

SESSION 2

When you know what the end should look like, you can work every day toward that envisioned future. ~ Michael Nichols

One of the most frequent questions we are asked is, How can I sort through the diverse content and information in the marketplace to identify the best tools and resources to develop skills, attitudes, and practices that will stick?

Question

What is your biggest challenge with choosing the Right Tools for time management, focus, and planning?

The Right Tools for Time Management, Focus, and Planning...

1. Start with a _____.
2. Require the Application of 3 Principles.
 - a. The _____ Effect
 - b. The _____ Effect
 - c. Simple _____.
3. Result in _____ thought processes, actions, and learning
4. Require a _____ to be made

Most of the time it's _____ that keeps us stuck from moving forward.

Your fears lose power when you _____ them.

Question

What do you fear that is keeping you from taking the next step with leadership development? What are you holding onto that is holding you back in this area?

Momentum Tool



Fast Action Step

What is your next best step?

What can you do when there's not enough time for leadership development?

Every leader can benefit from a few simple steps to reduce wasted time and develop new productive habits.

Fast Action Step #1 - Take Control of Your Schedule

1. Consider _____.

Question

What interruptions are keeping you from making progress with Time & Focus?

2. Avoid low-impact _____ and activities.

Question

What low-impact activities, meetings, and responsibilities are keeping you from making progress with Time & Focus?

3. Schedule _____ to do your work.

4. Add to-do items to your _____.

Fast Action Step

What is your next best step to take control of your calendar? Think about your interruptions, low-impact activities, and scheduling time on your calendar for tasks and projects.