

Module 1 | SESSION 3

Finding the Right Tools for Time Management, Focus, and Planning

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?

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.

Momentum Tool



Fast Action Steps

1. What is your biggest challenge with choosing the Right Tools for time management, focus, and planning?
2. 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?
3. What is your next best step?