

SESSION 3

How did it get so late so soon? ~ Dr. Seuss

In the last session, we began talking about Finding the Right Tools to make progress with TIME & FOCUS.

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

TOOL - *Annual Plan*

The *Annual Plan* is designed to help you get your most important _____ and _____ in place _____ so you can effectively plan the rest of your schedule.

If you don't make time for the important stuff first, it will be crowded out by the less important.

The *Annual Plan* includes:

Creating margin for leadership development starts with *Creating Your Annual Plan*.

Fast Action Steps

1. Following the concepts included in this session and the *Annual Plan* template, list the highest priority items in your life and work.
2. What big events and items need to be included in your *Annual Plan*?
3. When will you complete your *Annual Plan*? Schedule a time now to do it, or it will slip through the cracks.

Questions

1. What is the most challenging thing you are facing today?
2. What do you do when you're dealing with something incredibly challenging at work or at home that is distracting you?

5 Things to Remember In Tough Times

1. Keep _____
2. Keep _____

3. Keep _____

4. Keep _____

5. Keep _____

These steps provide the margin, motivation, and energy to solve it in a productive way.

_____ are inevitable. So you can prepare for future obstacles. If you don't, obstacles will impact your progress.

Fast Action Steps

1. Who can you serve or encourage today?
2. Stop right now for just a moment and call them. Write them a note. Send them a text. Purchase a small, simple gift for them. Don't just make a mental note to do it later. You will forget. Don't just write their name down to call them later. You won't do it. Go ahead and do it now.
3. Let them know that they matter. Encourage them to keep going. You'll be glad you did.

Fast Action Steps for Next Session

1. Bring a draft of your Annual Plan – you can email it to me for feedback.
2. Make a list of the core functions you are responsible for every week – at work and at home.