

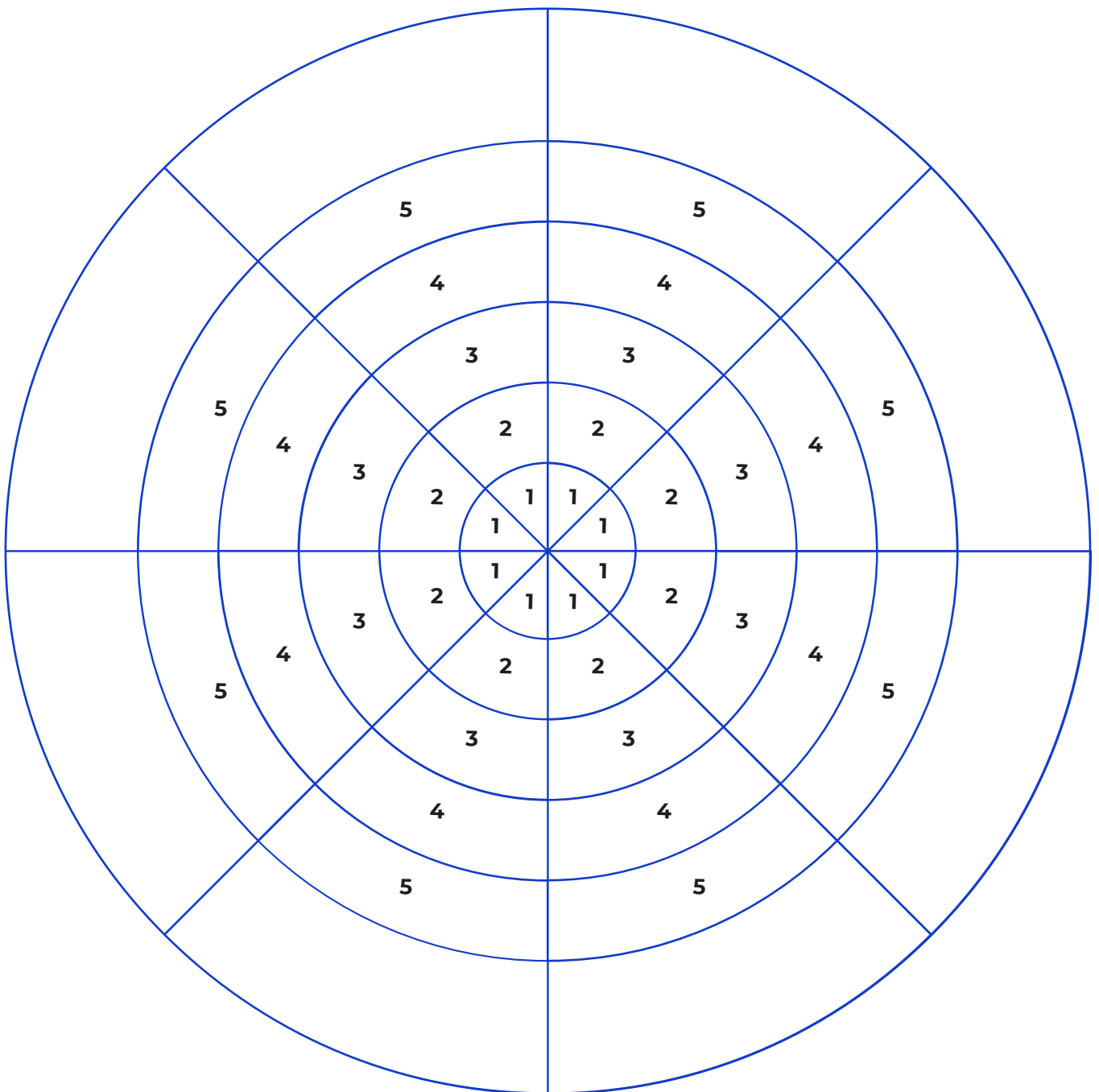
Wheel of Life

Part One

How to use the wheel?

This exercise is designed to take a snapshot of what matters most to you and feedback on what areas may need more intentionality.

- Step One: Identify 8 categories of life that are most important to you.
- Step Two: Rate each category 1 to 5, 1 meaning unsatisfied to 5 meaning over the moon satisfied.
- Step Three: On the following page, label each of the 8 categories and fill out what you're happy with and why and what needs some work and how do you think you can improve the situation, and what steps you can take to get on the right path.



Wheel of Life

Part Two

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

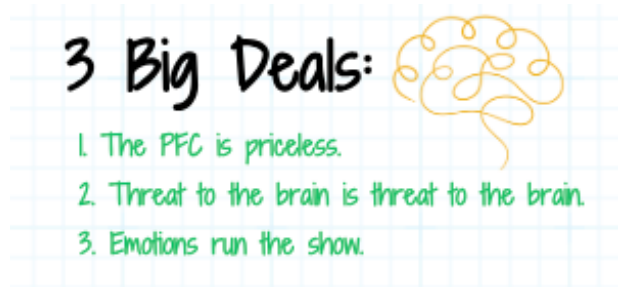
7. _____

8. _____

Strategies for Building Resilience

Emotions run the show

We are emotional beings who happen to think rather than thinking individuals who happen to have emotion.



Identify the triggers:

- Confusion or uncertainty
- Lack of choice or agency
- Potential adverse consequence
- Discomfort

3C's of Negative Threat:

- Confusion: We have more confusion than clarity.
- Control: We feel we have little control over or say in the situation.
- Consequences: We anticipate a negative consequence.

Challenge your beliefs:

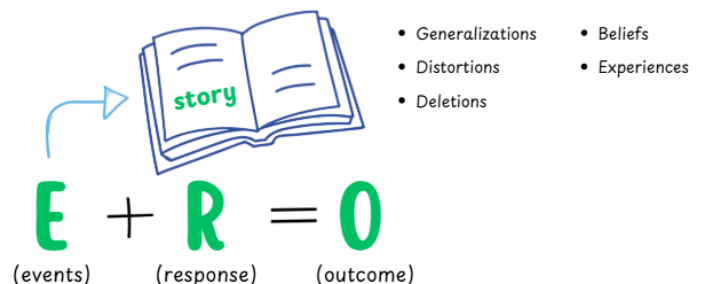
Your thoughts lie, and you don't have to believe every one of them.



3 anchor words:

- What are 3 words you want to describe your way of being?
- When an event happens, use those words to guide the story and the response.
- Ask better questions:

*What meaning am I giving this?
What meaning do I want to give this?
What do I know to be true?
Who am I when I believe this thought?*



Strategies for Resetting a Hijacked PFC

Take accountability:



Release needs: Release the need to be liked, right, clear, in control, perfect

Think forward: What do you really want? Even better if?

Choose gratitude: How is this happening FOR me rather than TO me?

Make it fun: How would I approach this if it were fun?

Strategies for Avoiding a Hijacked PFC

Prioritize:

Q1	Quick Wins Emergencies	Q2	Major Projects Unique Value The Main Things Valuable relationships and goals
Q3	Fill in's Other People's Emergencies	Q4	Non-value add activities Time wasters

Structure your morning routine:

Recent research indicates a growing empirical correlation between a leader's structured morning routine and sustained productivity and success throughout the day. These routines typically involve components like mindfulness practices, exercise, planning, and journaling.

Study your calendar:

Know your zones:



Green Zone: Pedal to the Metal

Peak Focus. High Output. Strategic Work.
Best time to tackle hard tasks
This is your brain's high-performance gear - use it wisely.



Yellow Zone: Cruise Control

Reflect. Organize. Brainstorm.
Ideal for planning, processing, light collaboration, or creative think
Let your brain wander and connect the dots.



Red Zone: Pull Over

Low Energy. Foggy Focus. Time to Rest.
Schedule breaks, admin work, walks, naps, or brainless tasks.

Daily Prioritizing

Projects:

Project 1:

3 big things I must do to move this project forward:

Project 2:

3 big things I must do to move this project forward:

Project 3:

3 big things I must do to move this project forward:

People:

People I need to reach out to today.

List the people you have to reach out to today no matter what.

People I'm waiting on.

List the people who you need something from to move forward.

Priority:

The main things I must complete today, no matter what.

List the priorities and to-dos that must be accomplished today and DO these before getting trapped in your inbox and other people's agendas.

Praise:

3 things I'm grateful for:

People I can acknowledge or thank:

Presence:

The way of being that is important for me to maintain today:

This template is inspired by: Brendon Burchard. High Performance Academy.
<http://brendonburchard.tumblr.com>. (Great material! Highly recommend)

The inbox is nothing but a convenient organizing system for other people's agendas.

-Brendon Burchard

Rounding with the Team

Steps:	Comments:
1. Make a personal connection <i>Connect with something in their life such as children, interests, vacations, etc.</i>	
2. What's working well? <i>Like what? What's a best practice you've seen lately? Even better if?</i>	
3. Is there anyone in our department we can recognize for doing great work? <i>Who makes your life easier? Has anyone helped you recently?</i>	Who: What and Why?
4. Is there someone in another department we can recognize? <i>Is there someone who has gone above and beyond? Some who has been particularly helpful?</i>	Who: What and Why?
5. Are there any systems or processes that need improving? What are obstacles?	
6. Do you have the resources you need to do your job?	
7. What (tough) questions do you have for me? <i>What's bugging you? Keeping you up at night? Is there anywhere you would like clarification?</i>	
8. Touch Base: (Reminder to every team member) <i>Ex: behaviors, policies, initiatives, etc.</i>	
9. Is there anything I can help you with right now? <i>I've got the time, what can I do for you now? What's a pressing need that I can help you with immediately?</i>	

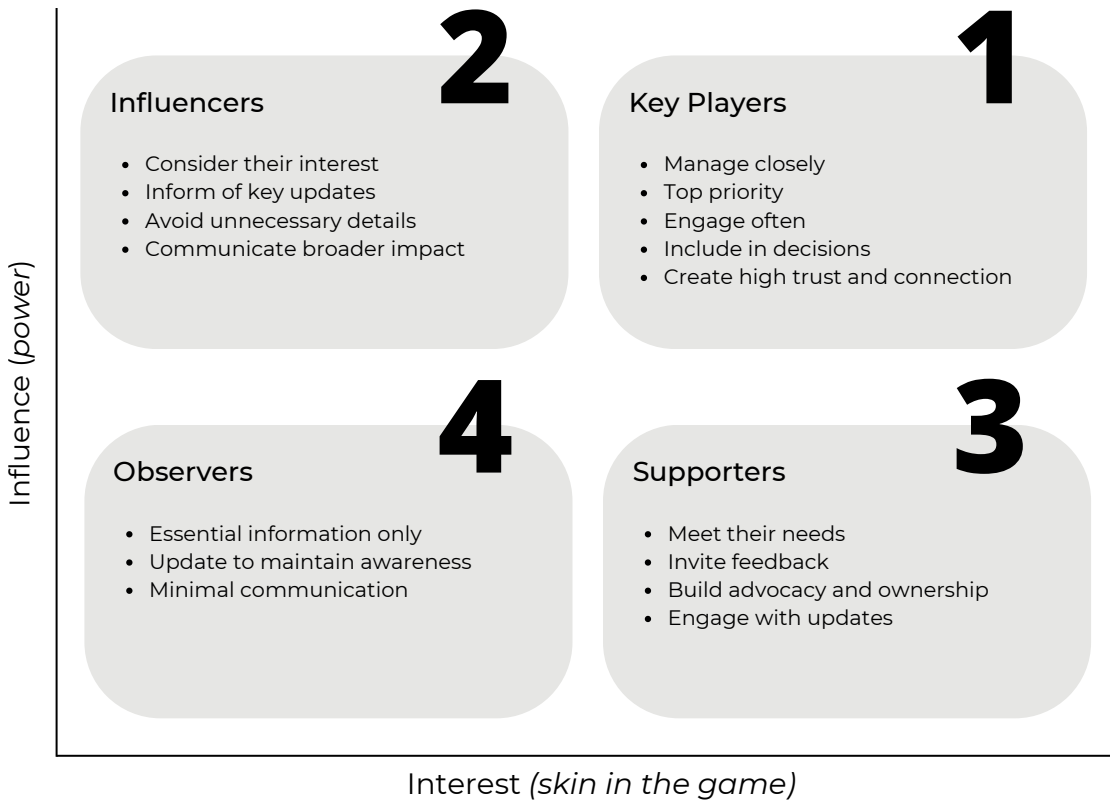
For more information on rounding, visit www.studergroup.com – the site for Quint Studer

Rounding with Stakeholders

Steps:	Comments:
1. Make a personal connection <i>Connect with something in their life such as children, interests, vacations, etc.</i>	
2. What's working well? <i>Even better if?</i>	
3. Is there anyone who has been especially helpful?	Who: What and Why?
4. What improvements would you like to see? <i>What changes would add value? What would winning look like?</i>	Who: What and Why?
5. What (tough) questions do you have for me? <i>Is there anything bugging you? Keeping you up at night? Is there anywhere you would like clarification?</i>	
6. Is there anything I can help you with right now? <i>I've got the time, what can I do for you now? What's a pressing need that I can help you with immediately?</i>	

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Stakeholder Mapping and Communication



1

2

3

4

Stakeholder Mapping and Communication

Group 1: Key Players

These are top-priority stakeholders to engage closely and regularly. Pay close attention to their needs and preferences. What do they want to know, how, and how often?

Communication Ideas: Personalized messages, detailed updates, and direct involvement in planning and decisions.

Examples: Executive briefings, leadership meetings, strategic workshops

Group 2: Influencers

These stakeholders can significantly influence outcomes but do not want to be involved in the details to keep satisfied with key updates.

Communication Ideas: Keep them informed of broader impact and outcomes and high-level details.

Examples: Executive summaries, milestone reports, concise dashboards

Group 3: Supporters

These stakeholders have a high interest in your project or services but relatively little power or influence over decision-making.

Communication Ideas: Engage with updates, invite feedback, and build advocacy and ownership.

Examples: Newsletters, workshops, focus groups, surveys, email updates, 1:1 conversations

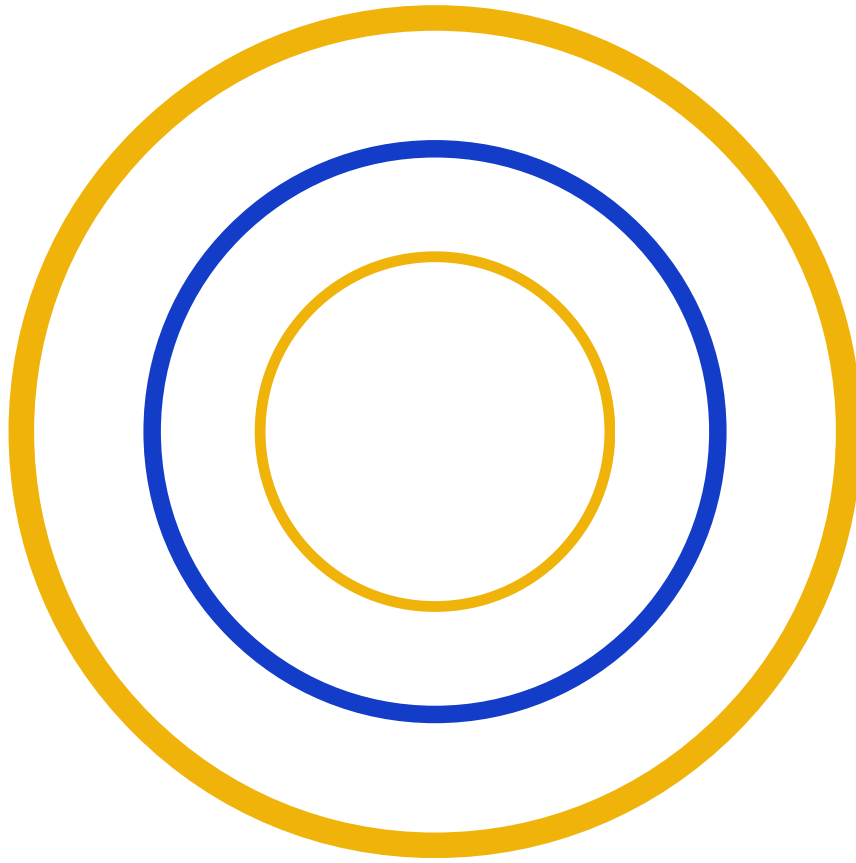
Group 4: Observers

These stakeholders want essential information only and require minimal communication.

Communication Ideas: Updates to maintain awareness.

Examples: Public updates, website notices, occasional emails

Leading with Vision and Values: H&W



Key Opportunities: Use the vision/non-negotiables...

- 1.To maintain a standard and culture of _____
- 2.As a _____
- 3.To begin every _____
- 4.To lead _____
- 5.In all _____
- 6.To _____ and _____
- 7.To _____ in difficult and uncertain times
- 8.To guide _____
- 9.To hold people _____
- 10.To focus every _____ conversation

Leading with Vision and Values: H&W







WHY: The greater impact in the world we want to make.

WHAT: The actions we take to live out the why.

HOW: The guiding non-negotiable beliefs, stories, and behaviors we agree to abide by.



EXPERIENCES: What experiences do we need to **start, stop, continue, and/or adjust** to reinforce the non-negotiables?
