

LEAD WITHOUT OVERWHELM



WEBINAR WORKBOOK

5 Self-Leadership Strategies to Reclaim
Time, Reduce Busyness and Drive Results

MICHAEL HYATT

This workbook is a place for you to record your notes, insights, and action plans. We suggest you print it out before the webinar, scan through it, and then have it in front of you as the webinar begins.

Introduction

As a leader and a professional, your number one goal should be _____.

Right now, you're suffering under what I call "the terrible _____ of tiny tasks."

In one study of 1000 professionals, 94% said they clocked more than _____ hours each week. Nearly half worked more than _____ hours a week.

Another study showed that professionals who carry a smartphone interact with their work more than _____ hours each week.

Strategy #1

_____ Your Tasks

The key question we should be asking ourselves is very different. "What _____ matter most?"

Doctors prioritized treatment based on the answers to three questions:

- Which patients will _____ regardless of the treatment they receive?
- Which patients will _____ regardless of the treatment they receive?
- Which patients _____ medical intervention in order to survive?

I choose 3 and only 3 tasks to prioritize every day—what I call my _____
_____.

You've got four options for how to handle any task that doesn't make it into your **BIG 3** each day:

- _____ the task
- _____ the task
- _____ the task
- _____ the task

Quick Win

Take one minute and determine your Daily BIG 3 tasks for today

Strategy #2

_____ **Your Meetings**

One study by project management company Clarizen found that _____ of people would rather wait in line at the DMV or get a root canal than sit in a status meeting!

Most employees attend an average of _____ meetings per month. And one study found that American companies waste _____ billion each year on unproductive meetings.

Five steps to high-value meetings:

- _____ if it is absolutely necessary.
- Schedule the right people for the right time and the right length in the right _____.
- _____ a results-driven agenda.
- _____ and stick to the agenda you set.
- _____ up by completing your assigned tasks and holding others accountable for theirs.

Quick Win

Choose one meeting on your calendar this week that you can either cut out completely or trim down.

Strategy #3

_____ Your Hours

In today's culture today, we assume that grinding away and "_____" is the key to productivity.

But as more workers and leaders burn out, the evidence is growing that we actually need to _____ more—not less—to do our best work.

Productivity is less about managing time and more about managing _____.

In fact, according to a recent news article “_____ percent of human resource leaders say burnout is sabotaging workplace retention.”

Quick Win

Set your Do Not Disturb hours for this week, and commit to _____ them.

Strategy #4

_____ **Your Failures**

We sit in _____ paralysis.

“The upside of winning is pleasure and glory, but the _____ of winning is never getting to know how much more was in you.” –Agnes Callard

Failure is critical to _____ and leadership.

If you’re willing to _____ failure—and fail your way forward—you’ll be able to lead more effectively.

Quick Win

Write down ONE action you’ve been putting off because you’re scared it won’t work—and

then _____ the date and time that you're going to take action

Strategy #5

_____ Your Growth

A Harvard Business study of more than two hundred companies found that a healthy _____ increased net income 756 percent over eleven years.

The people you lead will imitate your _____ and reflect your character.

“Leaders must get comfortable with living in a state of continually _____ . . .”

—Kenneth Mikkelsen and Harold Jarche

Finding a teacher and a mentor will help you go further, faster

Quick Win

Invest in at least _____ this quarter that's going to take your skill-set to a new level.

MEETING AGENDA

MEETING INFORMATION

MEETING TITLE	
DATE & TIME	
PARTICIPANTS	
MEETING LEADER	
MEETING FACILITATOR	

MEETING PURPOSE

PRIMARY PURPOSE	
DESIRED RESULTS	

MEETING AGENDA

TIME ALLOCATED	DISCUSSION ITEM	NOTES & RESOURCES
	Celebrate Achievements	
	Calibrate Expectations	

continued on next page

MEETING AGENDA

<i>TIME ALLOCATED</i>	<i>DISCUSSION ITEM</i>	<i>NOTES & RESOURCES</i>
	Meeting Content <i>(build this around your desired results and purpose)</i>	
	Meeting Content <i>(build this around your desired results and purpose)</i>	
	Meeting Content <i>(build this around your desired results and purpose)</i>	
	Activate Ownership	