

TO-DO JOURNAL

A Weekly Prioritization of "What I Do" and "Who I Need to Be" for my Team to Perform at a High Level



Time Blocking	6 - 7 a.m.	Organize Your Day
	7 - 8 a.m.	Respond to Calls, Texts, Emails
	8 - 9 a.m.	Put out urgent fires
	4 - 5 p.m.	Review tasks done and missed

Daily Personal Resilience-Building			
Mindfulness	Physical Exercise	Connections	Journal & Reflection

My boss's boss's priorities:

1 _____

2 _____

My boss's priorities:

1 _____

2 _____

CORE Principles

Earn Trust

Build Connection

Create Culture

Who do I need to BE for my team?

What about me do I need to moderate?

	Urgent	Not Urgent	Prioritize Your Time
Important	Do	Decide	
Not Important	Delegate	Drop	

Modified Eisenhower Matrix

Behavior Congruence:

The qualities I **INTEND** to be projecting

The qualities I **THINK** I am projecting

The qualities **THEY ARE SEEING**

Transparency	Empathy	Authenticity	Trust
Accountability	Courage	Empowering	Self-control
Confidence	Critical Thinking	Risk-Taking	Vulnerability

Sara Canaday

Tasks

10-minute or less tasks:

That don't require my position to do (Delegate/Empower):

Block time for uninterrupted time:

Engagements

Where I haven't been visible:

People I need to get to know better:

Places where there are concerns:

- List 9 of tomorrow's daily priorities
- Order 1-4 engagement priorities, 5-9 task priorities
- Prioritize each priority by urgency
- Accomplish any task directed by your boss
- Engage any employee who asks to speak to you

SWOT Analysis

S	W
O	T

Examples of Interferences

- Complacency
- Lack of responsibility
- Reactive
- Poor communication
- No mission alignment
- Inconsistent leadership
- Lack of authenticity
- Risk averse
- Survival Mentality

In what ways could I be an interference?

What does the team need from me to reach their potential?



Is this helpful? If so, contact:
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