

TO-DO JOURNAL



A Weekly Prioritization of "What I Do" and "What 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 Relationships
- Create Healthy Culture

Who do I need to BE for my team?

What about me do I need to moderate?

Important	Urgent	Not Urgent	Prioritize Your Time
	Do	Decide	
Not Important	Delegate	Drop	<ul style="list-style-type: none"> Urgency v. Important Pareto Principle Automate tasks Organize tasks Evaluate meetings Build email filters

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:

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:

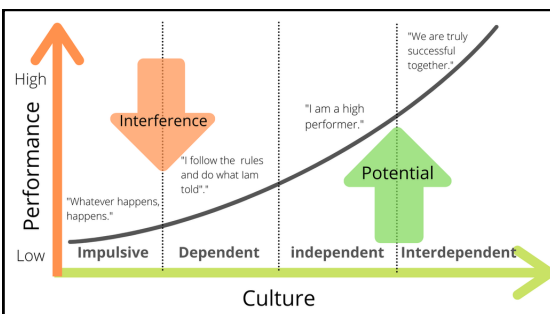
Places where there are concerns:

- 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?
