***Category 1***

* *Skill / play 1*
* *Skill / play 2*
* *Skill / play 3*
* *Skill / play 4*
* *Skill / play 5*

***Category 2***

* *Skill / play 1*
* *Skill / play 2*
* *Skill / play 3*
* *Skill / play 4*
* *Skill / play 5*

***Category 3***

* *Skill / play 1*
* *Skill / play 2*
* *Skill / play 3*
* *Skill / play 4*
* *Skill / play 5*

***Category 4***

* *Skill / play 1*
* *Skill / play 2*
* *Skill / play 3*
* *Skill / play 4*
* *Skill / play 5*

***Here are some examples***

***Time Management***

* Schedule your priorities do not prioritize your schedule. – Covey 7 Habits
* Most meaningful work 1st, leave reactive 4 later (focus when fresh)
* You can do anything, but not everything – David Allen
* Schedule 30 minutes on Sunday to plan you calendar each week
* Pick 3 things daily you wish to accomplish. Filter out the rest. - Ben Franklin

***Executive Communication - Be Succinct- Get to the Point***

* Elevator speech – Practice out loud (shower) Elevate the conversation
* Answering questions – Pause or push from table, breathe, speak in #s (1,2,3)
	+ Preparation prevents poor performance
	+ BLUF: bottom line up front and VERBATIM RETENTION
* Talk less and Listen More – get out of your team’s way (Be Silent, Show Empathy, Summarize your Understanding – Covey Card) listen like you never listened before
* Heavenly Father help me be quick to listen and slow to speak

***Leadership and Building Team Harmony***

* Produce producers – the defiant ones – law of legacy in order to multiply
* Build vulnerability based trust and be authentic (5 dysfunctions and energy bus)
* Don’t blame – one team – no they on the Santa Fe
* Think big, lead broader, delegate for growth, seek 360
* Focus & vision: create a clear, shared vision, let the team help
* Be human: don’t care how much u know until they know how much u care
* Debrief sessions and do them off site

***Coaching - Different Strokes for Different Folks***

* Listen listen listen. Probe but don’t answer
* Give positive feedback all the time and be sincere – no weak claps
* See them in action more often and teach them to fish
* Let them see other examples and ask them what they liked/did not like
* **GROW (How to handle a situation)**
	+ **G** – Goal – What are you trying to achieve?
	+ **R** – Roadblocks – What is keeping you from achieving your goal?
	+ **O** – Options – What are some possible solutions?
	+ **W** – Will – What will you do next and when (Action Plan)?

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| Key Stats or Notes Section  |
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