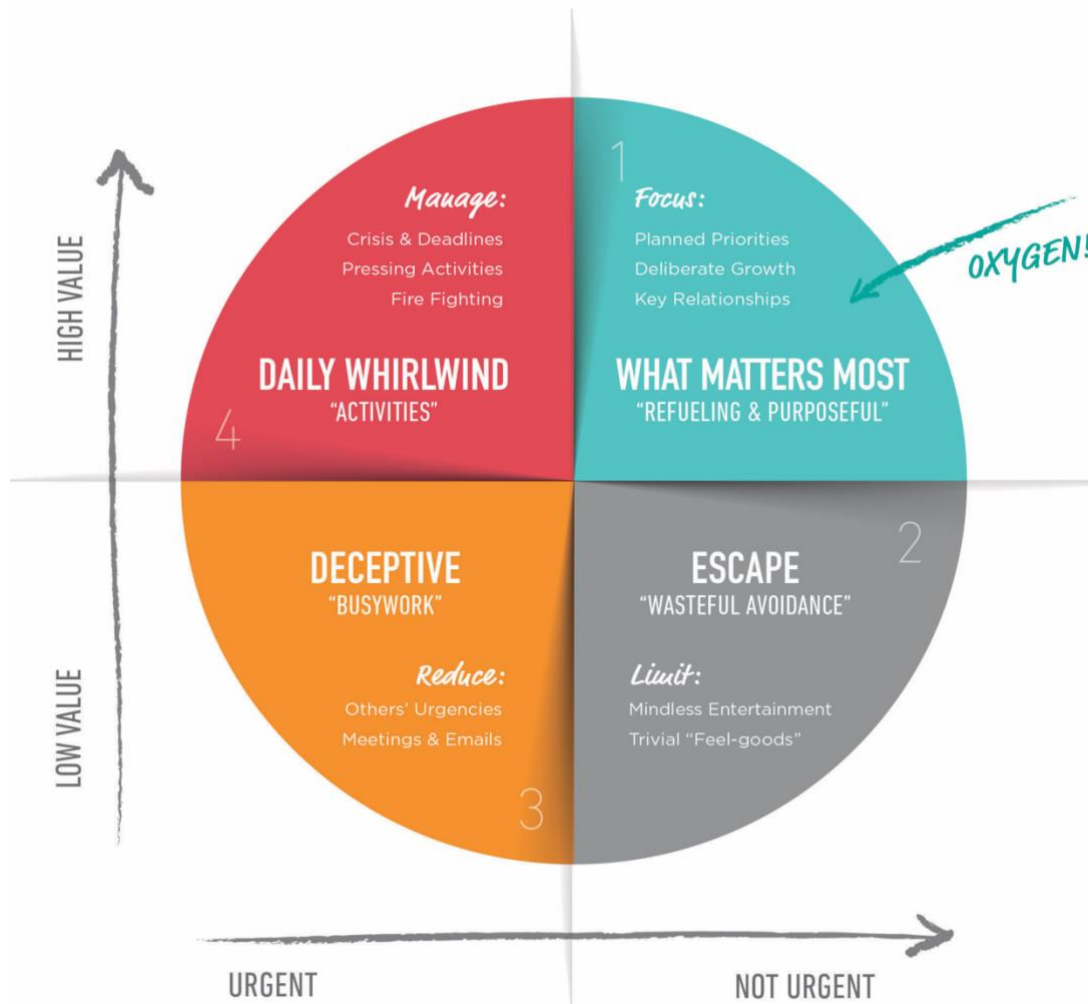


## PERSONAL FOUNDATIONS | Moving from Hurried to Purposeful

Focusing on **what matters most** delivers high – value,  
while increasing my clarity and passion  
= *better results with more ease*



It is typical for leaders to be spending 50% or more of their time  
on low value activities...





Busy + Hurried



Stressed + Overwhelmed

*"If you don't manage your schedule, other people will."*

CURRENT



### Where am I at currently?

(Draw in the circle to the left)

How is this impacting me?  
Am I "OK" with this?

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LIVING PURPOSEFULLY



### Where do I want to be?

(Draw in the circle to the left)

*Is there a right amount of time to spend on What Matters Most? It depends on your situation...  
Examples: new start-up, young family, new role, mature business, etc.*

How would this impact me if it actually happened?

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## Application

Increase your focus on what matters most... What you focus on grows!

Identify 1 section that, if addressed would have the biggest impact.

1. Day to day whirlwind – **Manage it!**

SOLUTION

- ☐ Firefighting log
- ☐ Grow your team
- ☐ Anticipate + plan

3. Escape/Avoid – **Limit it!**

SOLUTION

- ☐ Reduce stress
- ☐ Get to the root cause
- ☐ Rhythms to restore + refuel

2. Deception – **Reduce it!**

SOLUTION

- ☐ Be aware
- ☐ Squeeze decisions with “good is the enemy of the best”.
- ☐ Delegate it

4. What Matters Most – **Focus on it!**

SOLUTION

- ☐ What brings the most value?
- ☐ Clarify my purpose + role
- ☐ Planning key priorities
- ☐ Refueling + restoring
- ☐ Key relationships

Create an action plan for yourself based on your answers above.

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“The key is not to prioritize what’s on your schedule,  
but to *schedule your priorities*.” – Stephen Covey

