

Weekly Recharge – The Secret to Success

| | |
|--|--|
| <p>Do a mind-sweep 5 mins</p> | <ul style="list-style-type: none"> • Ctl Shft K will make your day! • Clear your mind by creating a task for each action item that you are carrying around in your head. |
| <p>Empty & organize all collecting points 10 mins</p> | <ul style="list-style-type: none"> • Empty all other collecting points and categorize appropriately. • Clear the V.I.N.E. (Voice Mail; Inbox; Notebooks; Email). • Add action items to your task list. • File reference items, and discard everything else. |
| <p>Review your Calendar 10 mins</p> | <ul style="list-style-type: none"> • Acknowledge completions, reprioritize /re-calendar uncompleted items that were not completed, and renegotiate anything that may have fallen through the cracks. • Capture any new action items in your Task List. • Review recurring appointments (e-mail processing, meeting prep, travel, exercise, lunch, etc.) • Assess how appointments are working for you and adjust as necessary. |
| <p>Review your Project Category 15 mins</p> | <ul style="list-style-type: none"> • What have you completed? • What next actions need to be completed in the next five to seven days to keep your Projects moving forward? • Capture these tasks and categorize or calendar as appropriate. |
| <p>Review your 1:1 Team & Manager Categories 5 mins</p> | <ul style="list-style-type: none"> • Acknowledge completions. • Review, plan and prioritize discussion points for upcoming 1:1 meetings. |
| <p>Prioritize & Plan Action Categories 10 mins</p> | <ul style="list-style-type: none"> • Review and prioritize the items in each of your Categories by expanding and reviewing the contents of each category. • Acknowledge completions. • Establish priorities using either a due date or other form of prioritization, and then schedule work time on your calendar to complete all priority items. |
| <p>Ask yourself the following Questions 5 mins</p> | <ul style="list-style-type: none"> • Is my calendar realistic? • Am I delegating appropriately? • Do the actions and meetings that I've scheduled on my calendar support completing my priorities? • Is my time focused on my priorities? • What story is my calendar telling me in terms of my work/life balance? |