

PROJECT 52

LEADER'S MEETING GUIDE



This Week is About

finding tools and resources that help us get focused, organized and stay on track, then committing to using them and keeping them up-to-date in just 5 minutes a day.

Why it Matters

When we're scattered and unorganized, we end up wasting a lot of more of our valuable time than we realize. Finding the right tools and systems that work well with your style and consistently using them will help you regain a tremendous amount of time you can use for things that matter.

During Your Team Meeting

**Remind everyone to bring their completed Performance Tools Worksheet.....👉*

STEP 1. Get the discussion started

- ? Who is trying one of the new tools we were given in this week's lesson?
- ? How is it working for you? Have you needed to customize it somehow to work better with your style?

STEP 2. Apply it to your team

1. Do we have a process or way of communicating in our team that is glitchy or more time-consuming than it should be?
2. What's causing it to be problematic?
3. Is there a different process or a new tool we can put in place to smooth out the kinks?

A worksheet titled "PROJECT 52 INDIVIDUAL CHALLENGE" with the "PERFORMANCE Performance Tools" logo. It features a section "3 Actions in 3 Minutes" with three columns: "PHYSICAL" (Take a look at your workspace/desktop, remove three things that are no longer useful to you), "COMPUTER" (Take a look at your digital desktop and take three minutes to organize it), and "PHONE" (Now, look at the notification settings on your phone and turn off all notifications that are not necessary or truly important). Below this is a "Think About It" section with five numbered questions about time management, distractions, and tool usage. At the bottom, there is a prompt to find 5-10 minutes daily for prioritizing tasks and a note to look at included tools and resources.

Session Wrap-up

- If your team identified a new tool or process to put in place, decide who will take the lead on implementing it.
- Assign any other related responsibilities and schedule a check-in or team training on the new process for your next team meeting.