# PROJECT 52
## LEADER'S MEETING GUIDE

## PERFORMANCE
### *Performance Tools*

## 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 that 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?

### 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.