

PERFORMANCE

TOOLS



TEAM 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 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?
- Discuss document storage and shared servers on your network. Talk through where you want information to live so that your team spends less time searching.
- ? Is there an action we could complete together right now to save time later?

STEP 2. Apply it to your team

- ? Do we have a process or way of communicating in our team that is confusing or more time-consuming than it should be?
- ? What's causing it to be problematic?
- ? What are some actions we could agree to do right now or a new tool we can put in place to clear up the confusion?
- Discuss any tips or hacks that people on your team are currently using to streamline some of the steps used in your software systems. Do a demo if there's time.

PERFORMANCE TOOLS

PERSONAL CHALLENGE

3 Actions in 3 Minutes

- PHYSICAL**: Take a look at your workspace/desk. Remove those things that are no longer useful to you. They're cluttered, out-of-date or just no longer relevant.
- COMPUTER**: Take a look at your digital desktop and take three minutes to organize it. Move files and folders that are no longer "hot" items into your documents folder.
- PHONE**: Now look at the notification settings on your phone and turn off all notifications that are not necessary or truly important.

Think About It

1. What is your time worth?
2. How often do you get distracted or go down rabbit holes?
3. What can you do to stop your mind from wandering off so you can stay focused on the task at hand?
4. What happens to your workflow when you are inconsistent with the tools that you use?
5. What's in it for you if you commit to and consistently use tools that really work for you?

Where can you find 5 to 10 minutes each day that you can use to prioritize your tasks and your tools? How can you remind yourself to do this consistently?

Take a look at the tools and resources download included in this week's lesson and see if there is at least one new tool that will help you better manage time, tasks, and workflow.

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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.