The 5-Minute YEAR-IN-REVIEW

It helps to assess the past year when we plan for the future. Now is a great time to finish old business so we can move forward. As we move into the new year, please consider your accomplishments as we plan for the future.

In three words, describe your business in the past year. _____, _____, _____.

In three words, describe your personal life/health in the past year. _____, _____, _____.

In three words, describe your personal relationships in the past year. _____, _____, _____.

In three words, describe things you worried about last year that you do not need to worry about this year. _____, _____, _____.

What was the best decision you made last year? What helped make you successful?

_____

_____

_____

What was your biggest accomplishment last year?

_____

_____

_____

What three people can you thank for helping you last year?
1. _____
2. _____
3. _____

What is your unfinished business still left from last year?

_____

_____

What was the low point of last year? What can you do to avoid that in the future?

_____

_____

Who can you work with/ask for help/mentor this next year?

_____

_____

What is your top goal for the next year?

_____

_____

What three action items can you take to make that goal a reality?
1. _____
2. _____
3. _____

The 5-Minute
GOAL SETTING PLAN

Many people don't achieve their full potential because they do not define and work toward goals. When writing a goal, start with "I will" and assign a date for completion.

My goal:

_____

_____

Goals are challenging because everyone has obstacles. What are some obstacles you might encounter? What are solutions?

OBSTACLES	SOLUTIONS
1.	
2.	
3.	
4.	
5.	

What are five action steps to take to make the goal a reality?

ACTION	DUE DATE	✔
1.		
2.		
3.		
4.		
5.		

I will know I'm successful when: _____

_____

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PRODUCTIVE
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The 5-Minute FEEDBACK PLAN

Most people dislike performance evaluations. Supervisors delay doing them, and employees dread them. Yet, feedback is critical for us to improve. We need guidance and direction. Waiting until the mandatory yearly process is ineffective. Great leaders provide more feedback more often, and in a way that motivates the receiver. Provide feedback more often. Schedule a time to personally praise, encourage, or thank each person.

Focus on the project, not on the individual. Use phrases like, "We need to expand the parameters to include this."

"The client wants this section revised."

"Can this be done with these changes?"

Redirect time and focus with phrases like, "I know you enjoy working on the Jones project. Our most important project this week is the Smith project, so please focus on that deadline."

Provide deadlines. People work to deadlines, so give people deadlines.

"We need this completed by Friday at 2:00 PM because our meeting with the client is at 3:00 PM."

Create 2-way conversations. Instead of being directive, have a casual conversation. When employees are engaged in conversation, they are more comfortable, and are more open to the topic.

Use specific examples for clarity. Generalizations such as "you are not reliable" are not helpful. Broaching topics more clearly, and in a helpful manner, improves performance.
Try:
"This is the 3rd time you've been late this week. Is there something I can help with?"
or
"This project's deadline was yesterday afternoon. Are there obstacles I should know about?"

Productivity would improve if:
Name

_____
_____
_____

Would do more

_____
_____
_____

And less

_____
_____
_____

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PRODUCTIVE LEADERS
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The 5-Minute FOCUS PLAN

A recent rumor claimed that the average goldfish has the attention span of 9 seconds. The same rumor claims that humans now have an attention span of 8 seconds. If true, goldfish are able to focus better than we can. Is this because they don't have all of our distractions?

Whatever the reason, the ability to focus is necessary to accomplish what we want to accomplish. Fortunately, we can increase our attention spans and improve our ability to focus both at home and at work.

How can we improve our ability to focus?

We start by eliminating distractions and training our brains to focus until the distractions stop being distractions.

Eliminating distractions:

Sound is very distracting to many people. Turn off sound notifications for texts, messages, emails, and phone calls. It may also include doorbells, radios, TVs, or anything else that causes our focus to drift

I resolve to turn off or schedule:

1. _____
2. _____
3. _____

Lights or other visual movements distract some people, too. These people can increase their focus by working in places with minimal external stimuli.
Places to best work may include a library, an empty conference room, a quiet coffee shop, or off hours at a restaurant.

My best places to work include:

1. _____
2. _____
3. _____

Some people feel they cannot focus because they may be distracted by multiple tasks.

Stop checking your emails several times per hour. If you cannot stop yourself, then schedule your emails to "batch" into your email accounts so that you know you only get emails a few times per day.

Other distractions to eliminate include:

1. _____
2. _____
3. _____

Work with the goal in mind to stay focused.
What is the most important task or job I can do today? _____
What is the second most important task or job I can do today? _____

For me to feel that today was a successful workday, I need to accomplish:

1. _____
2. _____
3. _____

Eliminate things that will tempt us away from focusing on our goals or procrastinating.

What is distracting me from the work I need to do today? _____
What is getting in the way of my focus and productivity? _____

If focusing is a problem, set a stopwatch or a computer timer for 1 minute and then focus completely on doing that job with full focus and attention. Practice increasing to 2 minutes, then 3 minutes until you can easily focus for 5 minutes.

Focus becomes easier with practice.

What are quick 1-minute jobs I can do right now so I can focus on what I need to do that is really important?

_____   _____
_____   _____
_____   _____

What is working well? Duplicate the things that work?

1. _____
2. _____
3. _____

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