

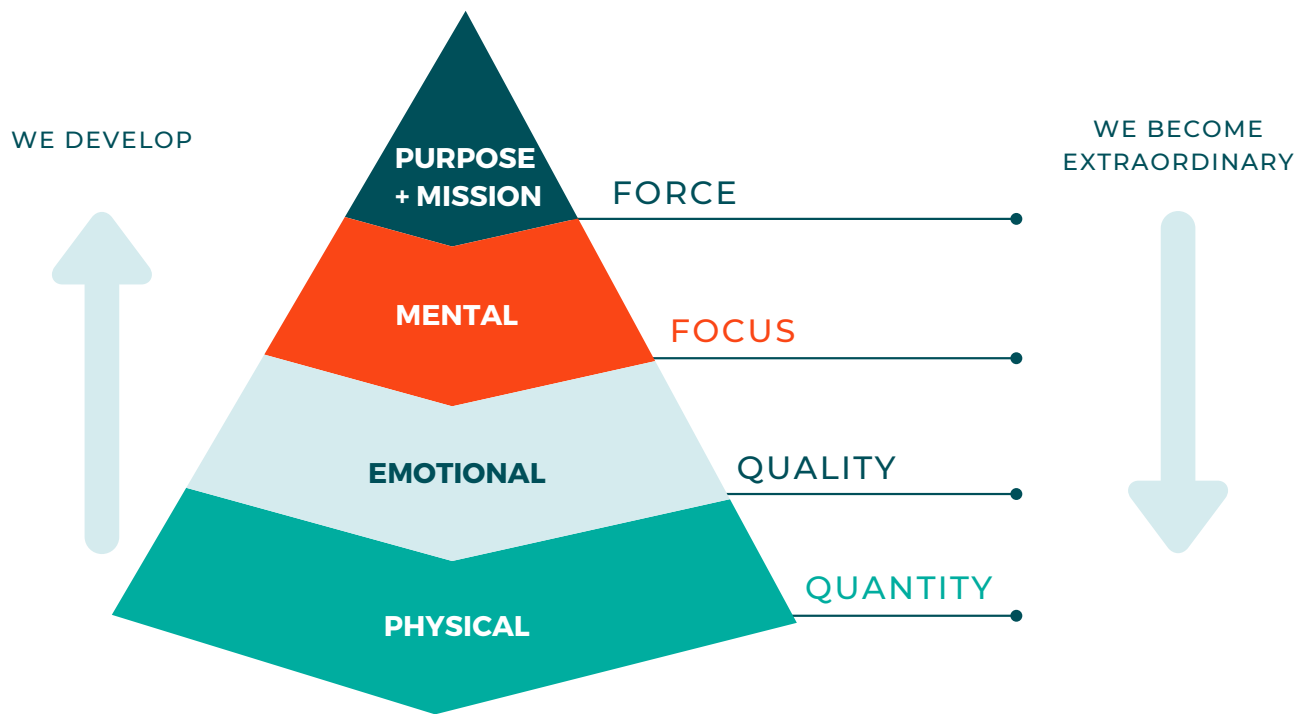


# Deliberately Designing + Communicating Work Plans



## Performance Pyramid

Use the performance pyramid to do a quick check on your energy level throughout the day across the following four domains: physical, emotional, cognitive, spirit (or purpose).

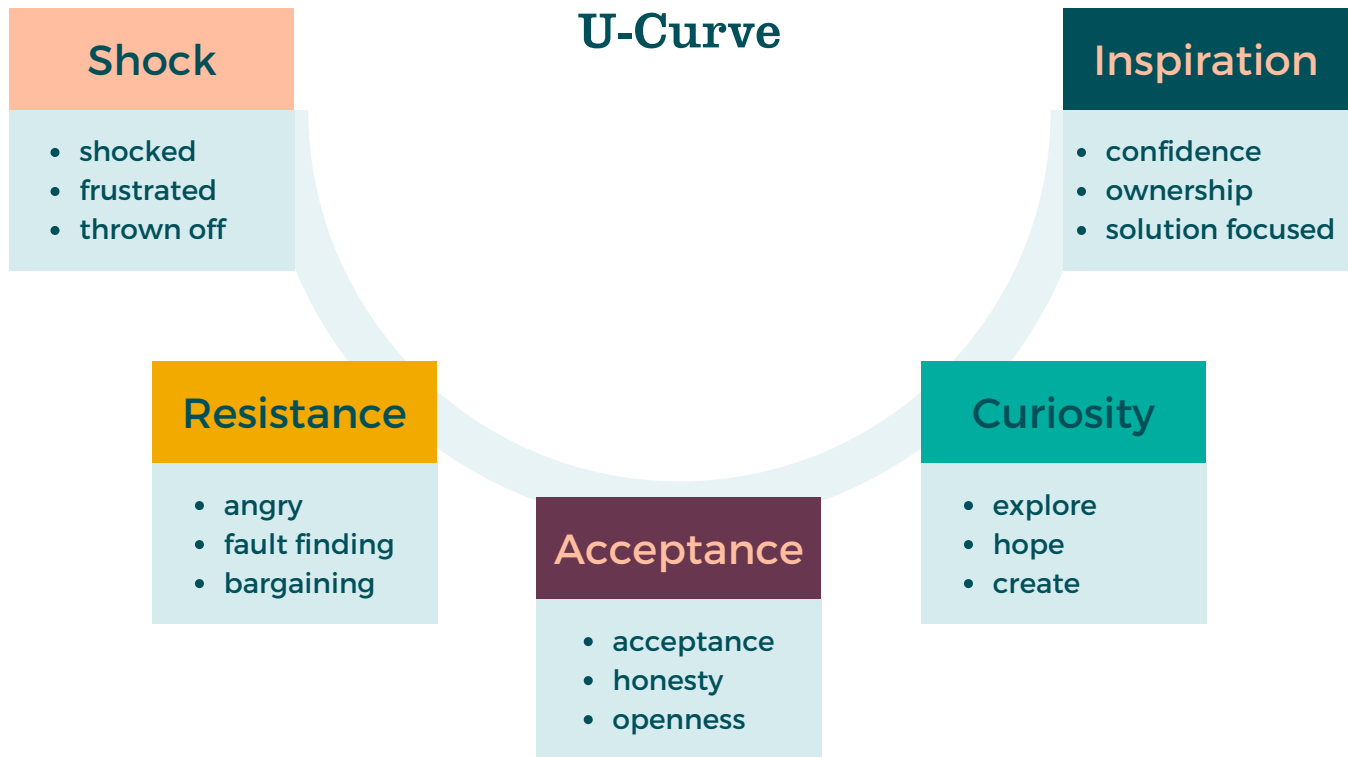


**PULSE CHECK: SCORE YOURSELF 1-10 ON EACH DIMENSION**  
(1=LOWEST, DEPLETION, 10=FULL CAPACITY, GIVING YOUR VERY BEST)

LOEHR & SCHWARTZ, 2003

# Deliberately Designing and Communicating Your Work Plans

## Leading through Change



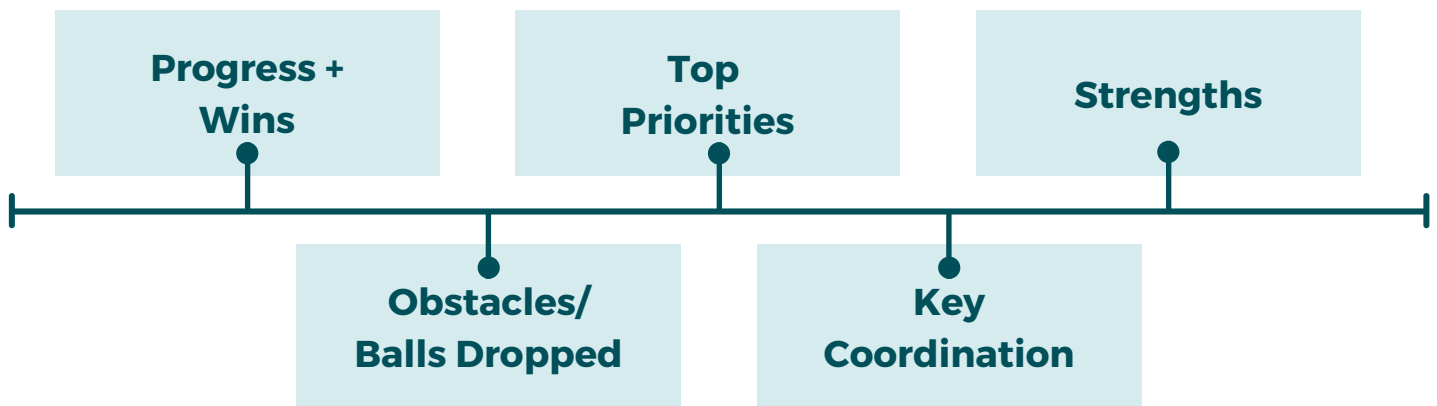


# Game Planning

## Game Planning

### What is it?

This action plan supports communication with a team to increase awareness, connection, and collaboration.



### The Process

**1**

**Calendar**

**2**

**Game Plan**

**3**

**Connect + Coordinate**

# 1. Calendar

## Prioritize Tasks

TASK	PRIORITIZE: CIRCLE ONE
	MOST CRITICAL   DELEGATE   WOULD BE NICE   NOT A CHANCE
	MOST CRITICAL   DELEGATE   WOULD BE NICE   NOT A CHANCE
	MOST CRITICAL   DELEGATE   WOULD BE NICE   NOT A CHANCE
	MOST CRITICAL   DELEGATE   WOULD BE NICE   NOT A CHANCE
	MOST CRITICAL   DELEGATE   WOULD BE NICE   NOT A CHANCE
	MOST CRITICAL   DELEGATE   WOULD BE NICE   NOT A CHANCE

## Ideal Tasks for This Time

MORNING	MID DAY	LATE AFTERNOON
---------	---------	----------------

## Ideal Tasks for This Time

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Rudder/ First Hour of the day:</b>					
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					

## 2. Game Plan



## 3. Connect + Coordinate

### **Share game plans throughout your team.**

Determine as a team the best day of the week to share your game plans on.

### **When you share your game plans and review others, pay special attention to:**

- Managing your own capacity
- Opportunities for support + collaboration
- Alignment to highest priorities

### **Team Leaders:**

In addition, keep an eye on:

- Capacity bottlenecks
- Obvious places to create balance
- Predicting likely obstacles and roadblocks



## 4-3-2-1 Pulse Check

### Inspired Updates + Connection

This agenda is designed to both exchange the highest priority updates and produce inspiring conversations that increase motivation and commitment.



🕒 5 - 10 MINS

### 4: Check In

#### Resilience + Inspiration

- Facilitate a shared energy reset.
- Check in: How is everyone doing?
- Share moments of hope and optimism.
- Wins and successes!



🕒 10 - 20 MINS

### 3: Progress To Goals

#### Breaking News + Information Sharing

- Key updates to share on projects and decisions.
- How are you working together and information sharing?
- Where can you support one another?



🕒 5 - 15 MINS

### 2: Next Level Teaming

#### Key Learnings + Team Aspirations

- Share key learnings: opportunities + feedback.
- Define next level leadership for your team.



🕒 5 - 10 MINS

### 1: Appreciation Close

#### Appreciation + Connection

- What do you appreciate most about each other?



Deliberately Designing and Communicating Your Work Plans

# Insights

