Deliberately Designing + Communicating Work Plans
Deliberately Designing and Communicating Your 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

U-Curve

Shock
- shocked
- frustrated
- thrown off

Resistance
- angry
- fault finding
- bargaining

Acceptance
- acceptance
- honesty
- openness

Curiosity
- explore
- hope
- create

Inspiration
- confidence
- ownership
- solution focused

Adapted from the work of Elisabeth Kubler-Ross and William Bridges
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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**
## Prioritize Tasks

<table>
<thead>
<tr>
<th>TASK</th>
<th>PRIORITIZE: CIRCLE ONE</th>
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<td>MOST CRITICAL</td>
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## Ideal Tasks for This Time

<table>
<thead>
<tr>
<th>TIME</th>
<th>MORNING</th>
<th>MID DAY</th>
<th>LATE AFTERNOON</th>
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## Ideal Tasks for This Time

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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### Rudder/ First Hour of the day:

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<th>TIME</th>
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<td>5:00 PM</td>
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<td>6:00 PM</td>
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2. Game Plan

1. Progress + Wins
2. Obstacles/ Balls Dropped
3. Top Priorities for the Week
4. Key Coordination + Collaboration
5. Activating Strengths
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
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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.

1: Appreciation Close
Appreciation + Connection

- What do you appreciate most about each other?

2: Next Level Teaming
Key Learnings + Team Aspirations

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

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?

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!

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