Deliberately Designing + Communicating Work Plans

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In*spire
breathe in (air); inhale.
POSSIBILITY

INVINCIBILITY

INTENTIONAL PRACTICE

Spark of Inspiration™

SUSTAINABLE INSPIRATION™
Today’s Objectives

1. Understand and lead important changes in work now
2. Apply new tools to prioritize and organize work
3. Apply new human performance lenses on bridging remote and hybrid work now
Shock
- shocked
- frustrated
- thrown off

Resistance
- angry
- fault finding
- bargaining

Acceptance
- acceptance
- honesty
- openness

Curiosity
- explore
- hope
- create

Inspiration
- confidence
- ownership
- solution focused

U-Curve

Adapted from the work of Elisabeth Kubler-Ross and William Bridges
Roadmap

Supporting Yourself + Your Direct Reports

1. Calendaring
2. The Game Plan
3. Connect + Coordinate
Poll

On a scale of 1-5, how would you rate the effectiveness of your daily work routine right now?
Poll

On a scale of 1-5, how effective is your team at coordination and collaboration now?
Levels of Overcommitment

- Criminal
- Cynical
- Resigned
- Fantasy
- Hopeful
- Heroic
- Trustworthy

Major costs, even failure

Adapted from Enterprise Performance, Robert Dunham
### Actively managing capacity

**Passive management of capacity leads to:**
- Not being clear on priorities
- Checking things off a to do list
- Lack of ownership and not keeping one’s word

**Active management of capacity considers:**
- Connecting the work to strengths/interests (quality)
- Impeccability of word through dynamic management of priorities, time and energy (quantity)
PART 1
CALENDARING
Chatbox

Tell us about how you structure your day...

When are you able to focus?

**When** do you have highest energy?

Are there certain **places** of your home where you have better work vibes/tools/conditions? Other places?
1. The “Calendering” Process

1. **Identify + prioritize your tasks:** What are the highest priority tasks that need to be completed this week?

2. **Consider, what are your ideal times of day to complete them?**

3. **Map your calendar**
   - Write existing, non-negotiable commitments into your calendar. (e.g., meetings, events, personal commitments)
   - Map your priority tasks to the best times of day in your calendar
   - If possible, leave some wiggle room between meetings and tasks
   - Don’t forget to schedule a few resets throughout the day for cognitive, physical and emotional renewal
1. The “Calendering” Process

### 1. Calendar

**Prioritize Tasks**

<table>
<thead>
<tr>
<th>TASK</th>
<th>PRIORITIZE: CIRCLE ONE</th>
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<tbody>
<tr>
<td>Most Critical</td>
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**Ideal Tasks for This Time**

- **Morning**
- **Lunch**
- **Afternoon**

**Ideal Tasks for This Time**

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<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>7 AM</td>
<td>Team Huddle, 8am, <a href="https://us02.web.zoom.us">https://us02.web.zoom.us</a></td>
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<td>9 AM</td>
<td>Weekly BD Outreach 9 – 10:30am</td>
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<td>10 AM</td>
<td>Partner Meeting (Judy join every 2nd week)</td>
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<td>11 AM</td>
<td>Yale SOM Roles/Slides, 11:30am</td>
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<td>12 PM</td>
<td>GC Account Meeting, 12pm,</td>
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<td>1 PM</td>
<td>Bi-Weekly Biz Dev Sync - Jen, 1pm</td>
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<td>2 PM</td>
<td>Jen &amp; Allison, 2pm</td>
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<td>3 PM</td>
<td>Get kids 3 – 4pm</td>
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<td>Tech support, 3:30pm</td>
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<td>5 PM</td>
<td>PREP FOR SOM 5:15 – 6:15pm</td>
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<td>6 PM</td>
<td>Draft physician leader product</td>
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<td>7 PM</td>
<td>Warm up / prep, 8:15am</td>
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<td>8 AM</td>
<td>Inspiration Sprint 9 – 10:30am <a href="https://us02.web.zoom.us">https://us02.web.zoom.us</a></td>
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<td>Community Tiger Team 9:30am <a href="https://us02.web.zoom.us">https://us02.web.zoom.us</a></td>
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<td>10 AM</td>
<td>YLS &amp; InspireCorps Pulse Meeting 10:30am <a href="https://us02.web.zoom.us">https://us02.web.zoom.us</a></td>
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<td>BREAK/RESET, 11:30am</td>
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<td>1 PM</td>
<td>Follow-up: InspireCorps</td>
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<td>Connect with Bev Kaye, 1pm, <a href="https://zoom.us">https://zoom.us</a></td>
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<td>3 PM</td>
<td>Gabi and Allison Pulse - 1:30 – 3pm</td>
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<td>4 PM</td>
<td>BD follow up, 4pm</td>
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<td>5 PM</td>
<td>UNSTRUCTURED WORK TIME 3:15 – 6PM</td>
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<td>6 PM</td>
<td>Weekly SM set up / posting 4:45 – 5:45pm</td>
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<td>7 PM</td>
<td>Dr. Talamantes &amp; Allison Holzer</td>
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Chatbox

Do you have line of sight into your team and colleague’s daily structures and availability?

How are you communicating your availability?

If you’re not, where can you start?
PART 2

GAME PLAN
Chatbox

What’s some progress or a win you’ve made in the last week?
GAME PLAN

- Progress/Wins from last week
- Obstacles/Balls Dropped
- Top Priorities for the coming week
- Key Coordination + Collaboration with your team
- Strengths you are intentionally activating
**Make it your own!**

**PROGRESS & WINS** - great drumbeat of production last week with solid progress in Theravance dashboard, practical empathy model and webinar, Inspira, book and MAMs. Caught up on sleep and time w/ Paul/boys. Rockin’ it with 70 registered for Theravance empathy webinar on Wednesday!

**BALLS DROPPED** - the last minute hustle/calls for Inspira’s emergency project - I’m "making it work" as they say on project runway, but I don't like the intensity or pace of it, working around kids, etc. makes me feel like I'm not able to bring my best.

**Purpose Mapping** - this upcoming week feels all over the place b/c there are many competing projects + inlaws coming in town, scrambling around 2 school days off, etc. So I will aim for being centered and focused.

**Leader Guide** - need lots of Pillar to stay centered/focused amidst a hustle week. Driver around production.

**Emotional Agility** - walking resets last week worked great, will continue. Have been better about sleep and water, will continue. Went cold turkey on caffeine/coffee today just for fun ;)

**Team Summit** - will need sync with Gabi/Jen/Serina especially on Inspira interviews and prep - noticing below, not a lot of wiggle room for additional Inspira prep, even on the weekend b/c inlaws are in town, so Jen I’m hoping we can use flight time and early arrival time thoughtfully! Sandy will sync with for Theravance webinar on Wednesday.

Snapshot:
M - (New Haven, long day, kids at camp) Inspira design, client experience Gab, lunch w/ Elena, 2pm MAM, 3:15 Inspira interview, meeting with Janet P. re: start factor,
PART 3

CONNECT + COORDINATE
Breakout Rooms (8 Minutes)
Groups of 3-4 People

- Download worksheets in the chat
- Assign 1 person as the leader to report back to the group
- Complete Part 1 of Calendaring - What are your highest priority tasks for next week? Note who do you need to coordinate with?
TEAM COORDINATION

Pay Special Attention to:

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

Team Leaders, keep an eye on:

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

How can you pre-pave using this process weekly?

As a team, could you share game plans for the week ahead in a meeting or via email?

Are there days as a team you can align work?
Imagine you have a plan for your week that aligns and balances your responsibilities and commitments for your week and across the team....Imagine?
REMOTE CONNECTION: 4-3-2-1

This agenda is designed to both exchange the highest priority updates and produce inspiring conversations that increase motivation and commitment.
Team Connection: 4-3-2-1

4. CHECK IN
- Facilitate a shared energy reset.
- Check in: How is everyone doing?
- Share moments of hope and optimism.
- Progress, wins and successes

3. PROGRESS TO GOALS
- Key updates to share on projects and decisions, etc.
- How are you working together and information sharing?
- Where can you support one another?

2. NEXT LEVEL TEAMING
- Share key learnings: opportunities + feedback.
- What do we want to keep vs. shift?

1. APPRECIATION CLOSE
- What do you appreciate most about each-other or in general?
Team Connection + Collaboration

Connection is a key component and requires a different approach in remote and hybrid teaming, it takes investment, intention, and experimentation.
Breakout Rooms (8 Minutes)
Groups of 3-4 People

- Assign 1 person as the leader to report back to the group
- Get Creative: How could you apply the 4,3,2,1 tool to current project teams and one-on-ones with directs or your manager?
Group Conversation

Look at your calendar - Think about the last 2 weeks...

What was something that was most fulfilling or gratifying?
Progress Principle
Bringing progress to people’s attention
What does progress look like?

1. Small wins
2. Breakthroughs
3. Forward movement
4. Goal completion celebration
5. Learning from failure
6. Positive impact on others

(Amabile & InspireCorps)
Q&A
Continue the Conversation

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@InspireCorpsCo
Survey

https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_bxrjl1lgcR0bt9X