

1 | Time Management

Challenge: Use this methodology three days within one week. At the end of that week, compare your emotional state and your accomplishments for those three days to the two days when you did not use a Post-it to set your critical tasks. It seems too simple to be true, but the results will speak for themselves. You will be amazed at the impact that putting a few tasks on a Post-it at the beginning of the day can have on your life, the lives of those around you, and on your business success.

2 | Timing of Decision Making

Challenge: Before making your next decision, consider if more information will alter your choice. If you already have all the facts, avoid wasting time revisiting the topic again later by making a decision now. If not, determine what information you need and how you are going to get it.

3 | Quantitative Decision Making

Challenge: Would using this approach have changed the answer the last time a decision was needed? Is there currently a decision you or the team needs to make that can utilize this process?

4 | When to Hit the Panic Button

Challenge: The next time you feel yourself panicking, stop and determine if an immediate action is needed. If you have time to address the situation there is no need to panic.

5 | E.A.S.E.

Challenge: Track specific ways you can implement E.A.S.E. over the next month to see how many improvements you can make.

6 | Actionable Info

Challenge: Whenever you receive a report this week, decide if it causes you to take action.

7 | Focus Days

Challenge: Right now schedule a focus day on your calendar.

8 | Ideal Workday

Challenge: It can be hard to figure out what your ideal workday should look like. It takes focused time to contemplate priorities while remaining realistic. Spend some time defining your ideal workday and follow through with it. You will be eager to schedule it more frequently once you have experienced the results.

9 | No One is Overworked

Challenge: What is causing you to feel overworked today? The solution may just be a choice away.

10 | Complexity May Be Good

Challenge: What is complex in your life that is causing you stress? Are there ways that in the long run the complexity may be beneficial?

11 | The Most Loved Customer

Challenge: Who is your most favorite customer or business to work with and why? Think of a vendor or supplier to contact to discuss ways to make collaboration easier.

12 | Selling is Storytelling

Challenge: What is your favorite story about someone you have worked with? Who should hear that story?

13 | Negotiations: Every Word Matters

Challenge: The next time you are in negotiations, consider when negotiations really started and what critical considerations you must make to be successful.

14 | Actions Are Policies

Challenge: Review your handbook for policies that are not followed. Determine if some policies should be changed or if action is needed to ensure compliance.

15 | You Must Have Great Meetings

Challenge: Consider the last meeting you attended. Was there an agenda? Were participants prepared? Were the right people at the meeting? Were decisions and actions made? What could have been changed to make it a great meeting?

16 | Respect Is Required for Long-Term Success

Challenge: Be honest with yourself and consider if there are any inconsistencies between your actions and your words. What do you need to change to have alignment?

17 | Think on Your Feet

Challenge: What aspect of a situation impacts whether you are good or poor at thinking on your feet?

18 | Thinking into the Future

Challenge: Analyze one of your roles or tasks. Does your natural time horizon thinking match what is needed?

19 | Drill Sergeant or Grandpa

Challenge: Think about a team you are on and decide if the leadership style matches how team members are best motivated.

20 | Employee Hierarchy

Challenge: Evaluate your company. Assess its structure, policies, and the language being used among employees. Are all employees equally valued?

21 | The Value of Checking References When Hiring New Employees

Challenge: What questions will you ask references for your next hire? What do you wish you would have known about your last hire?

22 | Greatest Strength is Also Greatest Weakness

Challenge: What is your greatest strength and for what project is it great for?

23 | Think Right, Assume Wrong

Challenge: For the next few days, in conversation, assume your perceptions are wrong and really listen to the other person.

24 | Four Steps to Change A Habit

Challenge: Pick one habit you would like to eliminate and decide if you are willing to commit to changing it.

25 | Conflict Due to a Lack of Facts

Challenge: Think back to a prior conflict. Would your reaction have been the same if you had all the facts before responding?

26 | Don't Do What Everybody Shouldn't Do

Challenge: Determine if you have a behavior that everyone should not do.

27 | Golden Rule? Or Platinum?

Challenge: Consider a relationship between a co-worker, family member, friend, or neighbor. Do you consider their preferences during interactions? Are you doing what is best for yourself or them? Do you need more “Platinum” in your life?

28 | You Can Multitask

Challenge: Determine one way you can do some type of exercise while completing another required task.

29 | 100% Utilization of Your Mind

Challenge: Select an activity where you can better utilize your mind.

30 | Truth 100% of the Time

Challenge: Focus on your conversations for one day. Are you 100% truthful?

31 | Purpose in Life Changes

Challenge: Determine your purpose at this stage of your life.

32 | Life is About the Journey, Not Results

Challenge: Determine if there are any goals or priorities you need to reassess. Pick a goal you have set and think about how you can better enjoy the journey toward reaching that goal.

33 | Change the World

Challenge: Reflect on a goal you did not ultimately achieve. Reconsider what was accomplished during the process.