

ASA THRIVE | GETTING SH*T DONE ACCELERATOR SESSION | ACTION PLAN

EXERCISE 1 | RED BALLOON

RED BALLOON – TOP GOAL

(Need the goal AND a quantitative measurement – example: Grow sales from X to Y, or improve a result from A% to B%)



EXERCISE 2 | TOP 5

TOP 5 THINGS THAT TAKE YOUR TIME RIGHT NOW

(Think about the top 5 time-consumers in your workday now. You can add more if needed!)

- 1.
- 2.
- 3.
- 4.
- 5.

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EXERCISE 3 | SINGLE PAGE VIEW

Your Red Balloon (top goal)	How you are going to measure it (a number)	Of your top 5, what is work that must get done to support the red balloon in the next 90 days.	Any work in your priorities that you should stop/slow so you can focus
		<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	<ul style="list-style-type: none"> • • • • •
<p>Operational priorities to keep things up. These are not red balloons, but they <u>can't</u> be delayed.</p>		<ol style="list-style-type: none"> 1. 2. 	<ul style="list-style-type: none"> • • • • •

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EXERCISE 4 GOLDBLOCKS WORKLOAD	
QUICK TOOL TO ASSESS WORKLOAD ISSUES Once a month/Quarterly you ask: are team members too busy? too light? just right? THEN get detail only on too busy / too light people, and take action.	<i>Action Plan: how can you adapt this for your work and organization?</i>
EXERCISE 5 ONE ON ONES	
1 ON 1 MEETINGS Structure – relationship, work check, relationship	<i>Action Plan: Do you need to shore up the relationship part of the conversation? The structure? The work check-in and outcome predictions? What changes can you make next week to make a difference?</i> <i>Are there people in particular you want to focus on for impact?</i>
EXERCISE 6 DELIBERATE COMMUNITY BUILD	
CONSIDER THE 5 ONBOARDING BUDDY CONCEPT	<i>Action Plan: Do you have new hires you can use this for? Are there ways you can create pop-up teams or assignments that help build or reinforce relationships for remote folks?</i>
EXERCISE 7 REPLACEMENT FOR FINE	
Your replacement for 'fine' (This is a short sentence that tells about what you are doing instead of just saying 'fine')	<i>Action Plan: Do this every time someone asks how you are doing. You can even think about it before the week starts and use the same one. "I'm having a great week focusing our new market /new core service..."</i>

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