



3-1 YOUR WEEK



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3 “I” YOUR WEEK

This will enable you to respond to weekly fire drills while still completing your objectives, so you can *better lead for tomorrow*.

1. IDENTIFY

Schedule 30 minutes on Sunday night to identify the following—write them down.

Identify the 3-5 key “rocks”(objectives) you want to accomplish during the next 2 weeks.

Identify the 3-5 key issues or concerns that you have for the next 2 weeks.

2. INITIATE

Schedule a 30 minute appointment on your calendar prior to starting your day. Use this time to initiate actions that support accomplishing your “big rocks.”

Review your list to determine the following actions:

- Which items need responses or actions from others? Once identified, prepare and send emails providing clear expectations with deadlines.
- Which items are solely dependent on you? Schedule time on your calendar to complete the work.

Taking this time to plan and schedule at the beginning of the week will not only ensure your time is protected, it will also help to reduce “fire drills” from your team.

Once complete, start your day. Check your emails. Attend your meetings.

3. INSPECT

Schedule 30 minutes on your Friday afternoon to review your progress.

Inspect your list from Sunday, and ask yourself:

- Did I complete or progress these items to where I wanted them to be by today?
- If not, then why and what will I do differently next week to remove that obstacle?
- If so, what worked well that I want to remember for next week?

If you have any open items, carry them over to your upcoming Sunday night list.