



30 Day Top 3 Results

Goal Action Steps Date

Notes:

Do More of This...

Do Less of This...

My Commitment to Xtra Mile Leadership

- F**ocus on Strategic Priorities *(What are the \$500/hr tasks?)*
- A**lignment of Human Resources *(Who Does What?)*
- S**ystems and Process *(Build myself out of the Business)*
- T**ransform my Thinking about my Role *(Less Tech/Mgmt more CEO)*
- E**ngaged, Effective Employees *(Inspire, Encourage, Hold Accountable)*
- R**esults measured in \$\$\$\$ *(Are we making profitable progress?)*



Effective Delegation

Who What When

Strategic Relationships *Who, When, Purpose*

Business Development

Virtual Bench

Golden Eggs

Spiritual:

Mental:

Physical:



INSTRUCTIONS FOR THE 30-DAY PLANNER:

30 Day Top Results:

Goals are for Significant Strategic Priorities that will drastically drive your team's performance. Define it with as much Specific, Measurable, Attainable detail as possible in the Goal column. Use a few bullets in the Action Steps column to remind yourself of the key steps in the process of achieving the goal. Lastly, use the Date column to keep you on track with deliverables.

Big Idea: only chose 2 or 3 top priorities, don't distract yourself with long lists.

Notes:

This section is where you can write yourself reminders for additional focus. "Use radical candor to give team daily and weekly feedback."

Do More of This... Do Less of This...

Use the results from your XM Focus to Action Drill to get rid of the low value, clutter, Not Important tasks, and remember to do more Vision, Leadership and Effective Delegation.

Effective Delegation:

Remember the most important decisions leaders make after Vision, is who does what. To have more time to work on Strategic, Fire Prevention work, we must learn to delegate more and more work. This is where the leadership rubber meets the road.

Strategic Relationships:

Business Development: Keep on the top of your mind critical customer relationships. Whether you are in marketing and sales, or delivery, building strong relationships of trust with your customers is critical to long term success. Some of your customers may be internal.

Virtual Bench: We have to have a future mindset about our people. Who should we be developing for bigger roles? Where can we find great future employees? If we wait until we need a new leader, employee before we think about this it is too late.

Golden Eggs:

If you don't take care of the Goose, you won't get any Golden Eggs. You are the goose. Develop the personal disciplines of sharpening your Spiritual, Mental, and Physical saws. Make goals every month for reading, and working out. Put them in your calendar.