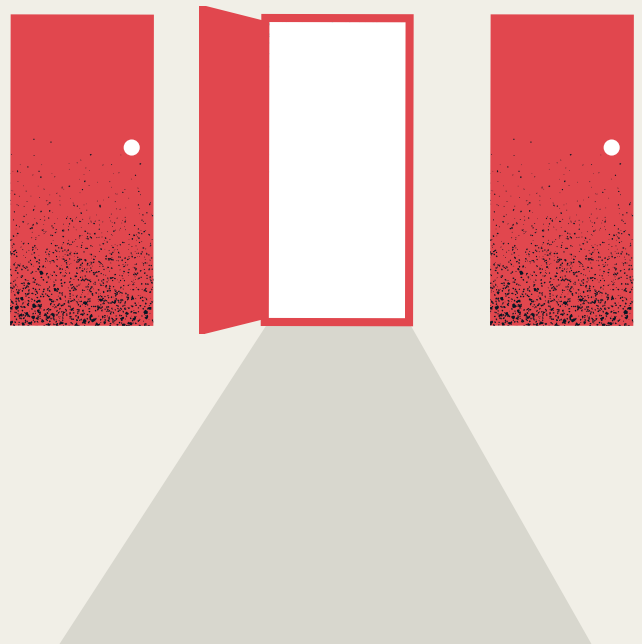


# Finding Focus

During times of high activity, people may struggle to focus. By clearly understanding priorities from a holistic lens, individuals can more effectively manage their time and achieve meaningful outcomes.

**Estimated Time:** 20–30 minutes + 15–20 minutes of pre-work



## Instructions

1. Prior to a one-on-one meeting, send the fillable template (on the next page) to your direct report and ask them to fill it out to the best of their ability.
2. In your meeting, ask them to walk you through their responses.
3. Discuss opportunities to use these responses to inform future work. You may use the questions below to get started or come up with your own:
  - ▶ What insights did this activity give you about your current workload?
  - ▶ Do any discrepancies exist between what you are doing and our overall objectives? If so, what are they? How can we better align your work?
  - ▶ What changes do you want to make in how you work to achieve your goals more effectively?
  - ▶ How can I better support you?

# WEapproach to Focus

<b>ANALYTICAL</b>	What bottom-line outcomes am I responsible for?	How do my efforts support the team or company's vision?	<b>CONCEPTUAL</b>
<b>STRUCTURAL</b>	What practices or processes am I using to ensure I reach these goals?	Whose support do I need to effectively accomplish my work?	<b>SOCIAL</b>
<b>1/3</b>	<div> <div></div> <div><b>EXPRESSIVENESS</b></div> <div></div> </div> <p>How could my manager and I communicate better to reach the objectives?</p>		<b>3/3</b>
<b>1/3</b>	<div> <div></div> <div><b>ASSERTIVENESS</b></div> <div></div> </div> <p>What pacing is reasonable?</p>		<b>3/3</b>
<b>1/3</b>	<div> <div></div> <div><b>FLEXIBILITY</b></div> <div></div> </div> <p>What are absolute must-do's and where is there wiggle room?</p>		<b>3/3</b>