BECOME A MORE PROACTIVE LEADER!

THE WORKSHEET

To become a proactive leader and thinker, you need to develop a "thinking time" practice, which is the key to successfully becoming one of those leaders who think and plan strategically.

To develop a habit of "thinking time," you need to decide AHEAD OF TIME these particulars:

- *How long do you want to think?*
  (I set aside 60 minutes.)

- *How often do you want to do thinking time?*
  (I do mine once a week.)

- *What time of day would you like to do your thinking time?*
  (I do mine at 6:00 am before the family gets up.)

- *What day would you like to do your thinking time?*
  (I do mine on Thursdays.)

Calendar the day, time, duration on a repetitive notification to hold yourself ACCOUNTABLE.

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Finally, you get to decide what you want to think about. I determine my questions the day before to get right to my "thinking time" when I wake up. Here are some of my favorite thinking time questions to get you started:

- What do I want to create at work right now?
- How can I be more effective in my role?
- Where do I need to spend time coaching up an employee?
- What coaching does the employee need?
- How can I make a positive impact on my employees this week?
- What outcomes would I like to produce this month? What actions do I need to take to deliver the results?What do I need to stop doing?
- What do I need to start doing?

Now that you know that creating a "thinking time" regime isn't as hard as you thought, you are ready to get started NOW without worrying about the best way to do it.