

# STAGE THREE: TAKE ACTION

## CHAPTER 11: THE GREATS' ACTIONS

How do you plan out your day?

How much time do you waste when you do not plan your day?

What is the most productive thing you can do today? What one action will give you the best return on your investment?

How much time is wasted when you or your team aren't prepared or organized for the day?

What are the fundamentals of your business, relationships, and personal life?

How often are you working on the fundamentals?

Where do you need to start saying no at this stage of life?

In what areas have you been seeking balance instead of finding your rhythm?

Where do you need to finish?

Where have you become set in your ways?

When was the last time you sought feedback?

Who is coaching you to improve and ensuring you're doing what you say?

Who can you contact and ask to provide you with coaching and accountability?

### **Are You Doing the Right Things?**

Are you doing the right things, and how do you know?

What are the fundamentals of your job?

What are the fundamentals for strong relationships?

What activities are you doing that are just busy work?

Who are you micromanaging?

What tasks can you delegate to someone else?

Are you seeing the return you want from the time you invest in your work, family, and personal life?

Are you noticing your relationships improving, your health getting better, or a reduction in stress? If not, then there is a good chance you aren't doing the right things.

What is your plan to ensure you are doing productive activities starting now?

### **Are You Doing Things the Right Way?**

How do you ensure you are doing things ethically?

What are your values?

How do you walk them out so they are not merely words on a page?

## **How Can You Do Things Better?**

How often are you seeking feedback about your work?

How often are you changing, modifying, or improving your process?

How can you innovate, get creative, try something new, or hire someone to help you present your idea, product, or service better with more efficiency?

What are some time-wasting activities you can cut out of your life?