

LIFEHACK

BOOTCAMP

MORNING CALL

STEP 1: Things To Do Before Your Morning Buddy Call

- Priority Setting
 - Identify your next BIG PRIORITY to get done for this week (*Your “Champagne Moment”*)
- Calendar review
 - Look for recent changes, potential conflicts, or opportunities to optimize your day
 - Look back one day - anything you missed yesterday?
 - Look ahead one day - any nasty surprises?
 - Decide on an end time to your day. A hard stop time.
- Time blocking / Allocating your time
 - *Lay out sticky notes if you're using those*
 - *OR... update and review Time Tracker if you're using that instead*

STEP 2: CALL BUDDY - MORNING CALL SCRIPT

Partner A: Have you prepared for your day today?

If the answer is **NO**, ask:

- Why not?
- Will you prepare right after this call?
- How do we keep this from happening tomorrow? What do we change?

If the answer is **YES**, ask:

- What is your Gold Star Action for this week?
- What's your “Mini-Champagne Moment” for today?
- How many focused Sticky Sessions are you setting aside to get this done? (digital or physical stickies)
- What is your HARD STOP time this evening? Can I hold you to that?

Then move on to Partner B

[Ask the same questions of Partner B]

EVENING CALL

STEP 1: Things To Do Before Your Evening Buddy Call

- Priority Review
 - Did you accomplish your big priority for today? If not, why not?
 - How can you improve for tomorrow?
 - Take 60 seconds to dispassionately self-critique your performance (not criticize!)
- Calendar review
 - What needs to get pushed into tomorrow?
 - Tomorrow - does anything need to be rescheduled?
 - Send any emails or rescheduling notices right away
- Time blocking / Allocating your time
 - *Lay out sticky notes for tomorrow*
 - *OR... update and review Time Tracker for tomorrow*

STEP 2: CALL BUDDY - EVENING CALL SCRIPT

Partner A: How did it go today?

If the answer is **"GREAT"**, ask:

- What did you get done?
- How many Sticky Sessions did you complete (digital or physical)
- What did you NOT get done?
- How can you improve for tomorrow?

If the answer is **"BADLY"**, ask:

- Why?
- What can you change or improve tomorrow?

Then move on to Partner B

[Ask the same questions of Partner B]

DO's and DON'Ts

DO's

- Decide on a regular call time - and stick to it! No flakes allowed!
- Make time to come prepared **before** the buddy call
- Be supportive and encouraging!
- Keep it to 5 minutes or less

DON'Ts

- Make excuses - this is 5 minutes. There's no time for that.
- Flake out on the call and not take accountability
- Avoid your buddy
- Try to BS your way through it
- Turn this into a therapy session
- Chit chat too much - this can become a form of procrastination

REMEMBER: If you don't want to have a buddy, we can make that happen.