

1.

1. What is your name?

Kevin Bundy

## **HABIT ONE** **SIMPLE**

2.

Think of three current initiatives in development at your company. Write down the social play for each of them, and consult your marketing team to discuss how you can include these in their broader plan. Make sure that this consideration is always a top priority when exploring new opportunities or dealing with unexpected setbacks.

	Initiative	Social Play	
1	Operational excellence	Blog post telling stories of when we got it right, or not	
2	Honest candor	Instagram post where we receive difficult feedback and transcend pride	
3	Being present	Instagram post highlighting the energy of our vendor days	

3.

## **HABIT TWO** **TRUE**

Write down 1-2 sentences that you would want to show up when someone Googles your name. Do the same for your company, your major products and your team. Make these definitions public so everyone in your organization knows what their guiding principles are and they are working towards.

For me: truth and love

For company: trust and customer service

4.

## **HABIT THREE** **ACT**

In order to understand what really matters among all the emails, notes, calls and meeting requests that come across your desk, take time to list the two most important things you need to get done each day before getting consumed by throughput activities.

Make these two items your priority in the morning, and ensure they're complete by the end of your day. We recommend using a system you're already comfortable with (i.e. book yourself 10 minutes at the beginning and end of the day on your calendar to dedicate time to clear thinking and planning).

I have created my own system for keeping track of high priority activities each day and recording their

progress.

5. List your tips for **staying on top of high priorities and avoiding distractions** that might be beneficial to the community.

Meditation

Exercise

Inquiry

6.

## **HABIT FOUR** **MAP**

**Your 'Not For Now' list is a critical resource** - if you're able to tie current activities to things on the NFN list, your employees will feel empowered by being able to see a clear path between what they're working on and the company's future goals.

**Create your list and keep it constantly updated.** Add new items to it and remove tasks as they are complete. Implement the list across all departments and make sure that its contents and progression are part of weekly huddles.

I have created my own system for keeping track of these types of my NFN lists.

I have created a system in which all departments contribute their NFN ideas to the list.

7. List ideas from your NFN list that might be beneficial to the community.

I use a MSCW system of lists in Things 3 task manager to prioritize Musts, Shoulds, Coulds and Woulds for the day.

8.

## **HABIT FIVE** **PEOPLE**

People will become interested in you and your company by you being interested in them - time to break out the calendar again! Dedicate 10 minutes per day to 'Posting It Forward,' where you take time to connect with three different people. They may be part of your team, a customer, a supplier or an old colleague - whoever it is, try and provide them some value. Endorse someone for a skill on LinkedIn, recommend someone's expertise on Twitter or even just send an article directly via email if you think they'd find it helpful or interesting. Keep things natural and sincere, and grow your network organically before you need it.

If you don't have a system in place, we've created a spreadsheet you can use to keep track of who you'll be reaching out to, which channel you'll use, what your message will be and whether or not it's complete.

9. List your quick proactive networking techniques that might be beneficial to the community.

Text, call, email, slack, social post, or speak in person with 3 people a day, sharing some praise or positivity.

**10. Community learning is almost as powerful as learning from the thought leaders. We encourage you to share your implementation plans and progress as some leaders may be struggling with problems you've already overcome. Would you like to share your plan with the community?**

Yes, I'd like to make my plan available to Scaling Up Club members.

**11. How much extra revenue do you expect when you fully implement this plan?**

We know it can sometimes be hard to tie revenue with leadership development. It may help to think about a numerical growth in your business based on the improvements each action can bring.

- "If there's a social play to all your activities, how much more exposure can your brand get?"

- "How many of your projects don't go forward due to you not having access to the right network?"

- "How many new successful products/services/processes could you create based on your team's NFN ideas?"

**Now try to think of these improvements in revenue growth.**

**(options below in USD)**

< 50K