

Tip	Description
1. The 5-Minute Rule	If it takes less than 5 minutes, do it now. Yes, even if it's getting up to stretch. Procrastination is for stretching, not tasks!
2. Eat the Frog First	Tackle the hardest task first thing in the morning. Frogs taste better when you're not thinking about them all day.
3. Pomodoro Technique	Work for 25 minutes, then take a 5-minute break. Repeat. Because even tomatoes need a break!
4. Make a To-Do List	Write down your tasks. Checking them off feels like a tiny victory dance every time.
5. Set Alarms	Use alarms to remind you of tasks. Because nothing says "Get back to work" like a phone screaming at you.
6. Delegate	Share tasks with others. Remember, teamwork makes the dream work (and gives you more Netflix time).
7. Avoid Multitasking	Focus on one task at a time. Multitasking is just doing multiple things poorly at once.
8. Use Apps and Tools	Utilize productivity apps. Let technology be the boss that tells you to get back to work.
9. Break Tasks into Chunks	Divide tasks into smaller, manageable parts. Eating an elephant is easier one bite at a time, not that you should eat elephants.
10. Set Boundaries	Learn to say no. Protect your time like it's the last slice of pizza.
11. Reward Yourself	Give yourself a treat after completing tasks. Because who doesn't work faster for chocolate?
12. Keep a Calendar	Schedule your tasks and appointments. Because remembering everything is for elephants and computers, not humans.
13. Take Care of Yourself	Get enough sleep, exercise, and eat well. A tired brain is like a computer running Windows 95. Slow and prone to crash.
14. Limit Social Media	Use social media blockers during work hours. Facebook and Instagram can wait; your research paper can't.
15. Reflect and Adjust	Review your progress regularly and adjust as needed. It's like GPS rerouting you after a wrong turn. ↴

Mastering Time Management:

Book - The Art of Laziness

1. Plan your day.
2. Write everything you want to achieve in a day.
3. Write your goals on a physical paper.
4. Follow the 80/20 Rule. 20% of your work will bring you 80% of your results.
5. Stop Multitasking. Switching tasks significantly reduces your productivity.
6. Focus on one task at a time.
7. Remove all distractions from your environment.
8. When tired, take a nap.
9. Learn to say no. You will never have enough time if you say yes to everything.
10. Delegate all the non-important tasks.
11. Don't wait for the perfect time. Do It Now.
12. Anything that can be done in under five minutes should be done now.
13. Do the task that you hate first.
14. Set deadlines; the task will never be finished without deadlines.
15. Stop focusing on things that don't help you achieve your goals.
16. Don't be a perfectionist when it's not required.
17. Schedule a time when you're going to check your email.
18. Avoid all unnecessary meetings.
19. Avoid negative people at all costs.
20. Do what you love.

MANAGING YOUR BOSS

THE ULTIMATE CHEAT SHEET FOR CAREER ADVANCEMENT By Justin Wright

Master the ALIGN Framework



Anticipate

Understand your boss's priorities, pressures, and KPIs.



Listen

Pay attention to what keeps them up at night and their communication style.



Inform

Proactively share updates before they have to ask.



Gain Trust

Deliver consistently and own your mistakes.



Navigate

Adapt your approach based on their working preferences.

Send This Weekly Wins Report



This Week's Wins

3 key accomplishments tied to business objectives.
Status updates on top 3 initiatives

Progress on Priorities

1-2 obstacles you're facing + your proposed solutions

Challenges & Solutions

Specific asks with clear context and timelines

Support Needed

What's coming next week that they should know about

5 Power Moves That Get Results

1. Prevent Surprises

Flag problems early, even before you have the solution ready.

2. Bring Solutions

Present 2-3 options when raising issues. Never just complain.

3. Make Them Shine

Prep your boss for their boss's questions. Help them succeed.

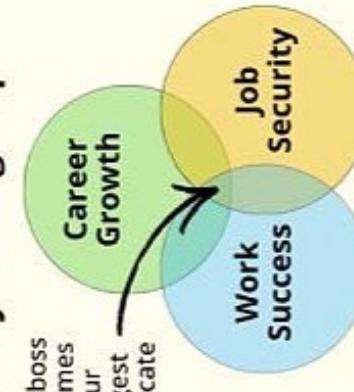
4. Document Decisions

Follow up verbal agreements with email summaries. Create paper trails.

5. Speak Their Language

Use the metrics and terms that matter most to them.

Why Manage Up?



Your boss becomes your biggest advocate

4 SIGNS OF A TOXIC BOSS

1 Takes All the Credit

Never mentions your hard work when talking to leadership. Steals credit for your ideas.

2 Unpredictable Mood Swings

One day they're friendly and supportive. Next day they're angry for no clear reason.

3 Blocks Your Growth

Keeps you out of important meetings. Won't recommend you for growth opportunities.

4 Always Blames Others

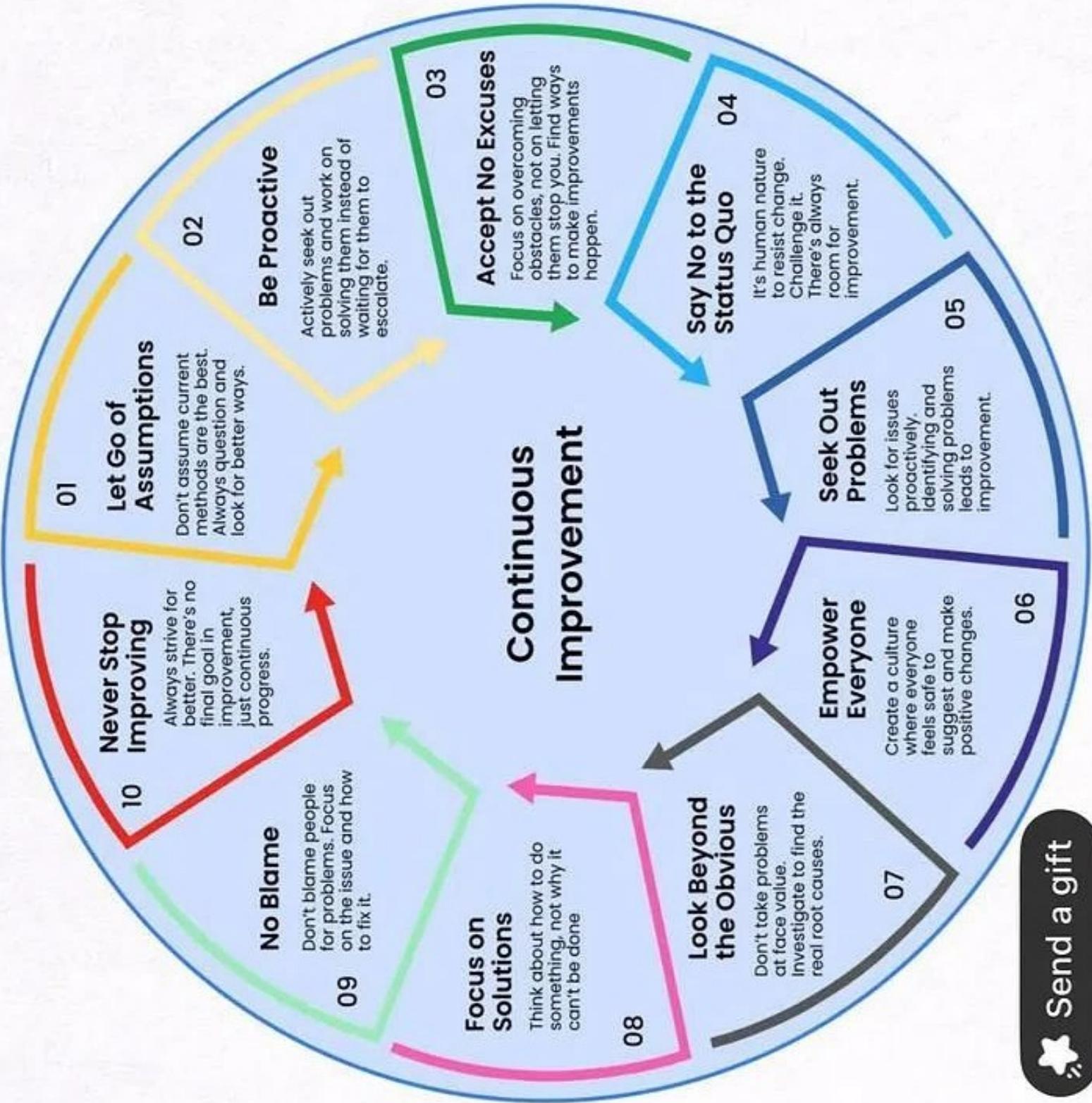
When projects fail, you're the scapegoat. Never takes responsibility for their own mistakes.

Get my 80 best cheat sheets for free at BrillianceBrief.com

Justin Wright



10 Principles of Kaizen



Send a gift

How to Keep Your Team in Flow

6 Frameworks for Team Energy, Ownership & Deep Work

By Kavit Haria



6 Flow-Enabling Frameworks

1. SCARF Model	2. Tuckman's Team Stages	3. Eisenhower Matrix	4. OKRs (Objectives & Key Results)	5. Feedback Wraps	6. Deep Work Theory						
S Status C Certainty A Autonomy R Relatedness F Fairness	<p>(h/t David Rock)</p> <p>Move your team through predictable phases to reach peak performance:</p> <ul style="list-style-type: none">→ Flow only happens when a team knows how to work together.	<p>Not Urgent</p> <p>Urgent</p> <table border="1"><tr><td>Important</td><td>Do</td><td>Schedule</td></tr><tr><td>Not Important</td><td>Delegate</td><td>Delete</td></tr></table>	Important	Do	Schedule	Not Important	Delegate	Delete	<p>Clarify what matters and how to measure it:</p> <ul style="list-style-type: none">→ Flow thrives when goals are clear and visible.	<p>Give feedback in a structured, low-threat way:</p> <ul style="list-style-type: none">Context → Observation → Impact → Request <p>→ Protects psychological safety, a core flow trigger.</p>	<p>(h/t Cal Newport)</p> <p>Deep Work 9-11 am</p> <p>Unplug 11-12 pm</p> <p>Other Business 12-5 pm</p> <p>→ No deep work = no flow. Make it non-negotiable.</p>
Important	Do	Schedule									
Not Important	Delegate	Delete									
Design your team culture around 5 brain-based needs:											
Cut distractions by organizing work by urgency and importance:		→ Keeps focus on what actually drives momentum.									



for more on coaching, leadership & business.

Master the Art of Learning

How to Remember Anything

@Josh Sanders



The Feynman Technique

- 1) Select a topic to understand deeply.
- 2) Explain it in simple terms or to a child.
- 3) Identify and fill gaps in your understanding.



- 3) Identify and fill gaps in your understanding.



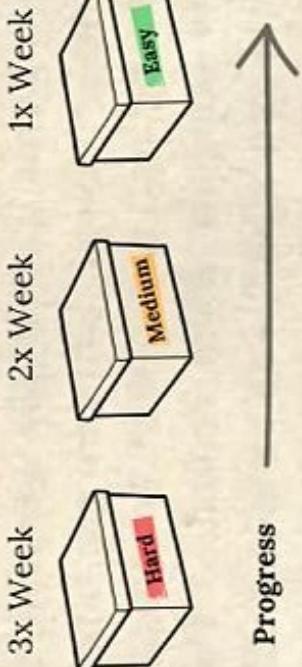
- 4) Refine your explanation for clarity and accuracy.



- 5) Test yourself and simplify the explanation further.



The Leitner System



Active Recall

Instead of passively absorbing information, you strengthen neural connections by forcing your brain to dig it out.



6 Top Learning Retention Tips

Diversify your resources

Use varied study materials, such as videos or books or sticky notes to engage multiple senses and reinforce the learning.

Draw connections

Use analogies to relate new information to familiar concepts, making it easier to understand and remember.

Seek deep understanding

Focus on understanding the 'why' behind things, to deepen comprehension and makes information more meaningful.

Focus on your health

Prioritise sleep, nutrition, and exercise to maintain a healthy brain, which is essential for effective learning and memory.

Space your learning

Practice spacing out study sessions, allowing you time for information to sink in and reduce cognitive overload.

Chunk information

Break down complex topics into smaller, manageable chunks to prevent overwhelm and use step-by-step learning.

NEGOTIATE LIKE A TOP CEO

9 Do's and Don'ts for High-Stakes Negotiations

by Eric Partaker



Before You Enter the Room

- ✗ Show up unprepared or knowing only your position
- ✓ Know your BATNA (best alternative) and their goals, limits, and pressure points



Opening the Conversation

- ✗ Let them control the story and direction
- ✓ Set the agenda with your vision first



Making the First Offer

- ✗ Start low to seem reasonable and fair
- ✓ Anchor high and show why it's worth it



Discussing Money

- ✗ Argue price before showing business value
- ✓ Connect every dollar to results they'll get



Using Strategic Silence

- ✗ Fill pauses that reveal your anxiety
- ✓ Let silence force them to reveal their position



Securing Internal Alignment

- ✗ Surprise your team or board with deal terms
- ✓ Get everyone aligned before you negotiate



Managing Deal Fatigue

- ✗ Rush decisions when tired just to wrap it up
- ✓ Slow down or take breaks to protect your bottom line



Handling Pushback

- ✗ Fight every objection or cave too quickly
- ✓ "Tell me more about that" and listen to understand



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Top Voice

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Eric Partaker

Strategic Thinking vs Systems Thinking

By Christian Rebernik

Strategic Thinking

What is it?

Big-picture thinking to set direction and focus.

When to use it

- Setting goals & priorities
- Launching new products or markets
- Planning growth

Key questions

- ② Where are we going?
- ② What should we focus on?
- ② What will move the needle?

Best practices

	Anchor to mission	Use data & models	Align people, capital, and ops	Review quarterly
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Tools to use

- ⊖ SWOT
- ⊖ OKRs
- ⊖ Strategic roadmaps
- ⊖ Porter's 5 Forces

Common pitfalls

- ⊕ Chasing trends
- ⊕ Overthinking the plan
- ⊕ Ignoring execution limits

Reality check

- ⊖ Most strategies need 2-3 rounds before they click.

Real-world examples

Startup	Scale-up
Pick a niche + price point.	Prioritize market expansion.

Systems Thinking

What is it?

Understanding how everything connects and affects the whole.

When to use it

- Solving messy problems
- Improving how teams work together
- Managing change

Key questions

- ② How do parts influence each other?
- ② Where are delays or loops?
- ② What could backfire?

Best practices

	Map the full system	Trace causes, not symptoms	Test fast, learn fast
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Tools to use

- ⊖ Causal-loop maps
- ⊖ Stock-flow diagrams
- ⊖ System archetypes

Common pitfalls

- ⊕ Over-analysis
- ⊕ Getting lost in the big picture
- ⊕ Solving one problem, creating another

Reality check

- ⊖ Big changes take time—often 12–24 months to show results.

Real-world examples

Enterprise	Startup
Cut churn by fixing handoff gaps.	Find onboarding friction across teams.

Set strategy → Map the system → Execute → Learn → Refine



Christian Rebernik

MASTER THE ENERGY PUZZLE

10 small habits that protect your energy & unlock your edge

1 PROTECT YOUR SLEEP

When sleep is right,
life and leadership
are right.

2 USE THE 2-MINUTE RULE

If it'll take less than 2
minutes, knock it out. Clear
space. Free energy.

3 PAUSE FOR 3 SECONDS

Before reacting, pause.
Clarity loves a buffer.

4 BREATHE: 4-4-4

Inhale for 4. Hold for 4.
Exhale for 4. A breathing
reset in under a minute.

5 TAKE 5 BETWEEN MEETINGS

Give your brain a pit stop.
Don't sprint from meeting
to meeting on fumes.

6 NAME 6 THINGS YOU'RE GRATEFUL FOR

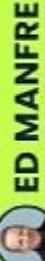
It's not soft. It's strategic.
Gratitude grounds your
attention in what's
working.

7 DRINK 7 GLASSES OF WATER / DAY

Energy leaks fast when
you're even a little
dehydrated.

8 TACKLE A TASK IN 8

Set a timer for 8 minutes.
Finish a task. Unlock
energy.



ED MANFRE



REPOST AND FOLLOW ME FOR MORE

15 LEADERSHIP COMPETENCIES

Master These 15 Skills to Lead With Impact

By Justin Wright

LEAD YOURSELF

1. Self Awareness

Knowing your strengths, weaknesses, and blind spots. Understanding how your actions affect others.

How to build it:

- Ask 5 people for honest feedback about one thing you could improve
- Journal daily for 5 mins before bed—write what went well and what didn't

LEAD YOUR TEAM

6. Communication

Making complex things simple. Ensuring everyone understands the why, what, and how.

How to build it:

- End every meeting with "What are your next steps?" to confirm understanding
- Use the 10-year-old test: explain your ideas so a kid could understand

LEAD YOUR COMPANY

11. Vision Setting

Painting a picture of the future so clear that others want to help create it.

How to build it:

- Write your vision in 50 words or less. If it's longer, it's too complicated
- Share your vision through stories, not PowerPoints

2. Emotional Intelligence

Reading the room. Managing your emotions and understanding others' feelings to build stronger connections.

How to build it:

- When upset, wait 24 hours before responding to that email or text
- Practice naming emotions you see in others: "You seem to be feeling upset."

7. Coaching

Helping others find their own answers instead of giving them yours. Growing people, not just managing tasks.

How to build it:

- Replace "you should..." with "What do you think we should do?"
- Schedule 15-minute weekly check-ins focused on growth, not just tasks

12. Change Leadership

Making change feel like an adventure, not a threat. Helping people see what's possible.

How to build it:

- Start changes with small wins to build momentum and confidence
- Create a "change champion" team of influencers from different departments

13. Strategic Thinking

Playing chess while others play checkers. Seeing around corners and connecting dots others miss.

How to build it:

- Block 2 hours weekly for "thinking time" with no meetings or emails
- Ask "What will this look like in 3 years?" before making big decisions

8. Delegation

Giving away work you're good at so others can grow. Trusting people with important stuff, not just busy work.

How to build it:

- Each month, hand off one task you enjoy to someone who can learn from it
- Create a "delegation diary"—track what you delegate and the results

14. Decision Making

Making good choices with incomplete information. Knowing when to go with your gut and when to gather more data.

How to build it:

- Use the 40-70 rule: Decide when you have 40-70% of the info you'd like to keep a decision journal. Track your decisions and review what worked

15. Culture Building

Creating an inclusive workplace where people want to show up. Building trust, respect, and shared values.

How to build it:

- Ask your team "What one thing would make this a better place to work?" & act Create team rituals that matter, like "Friday wins" or monthly team lunches

4. Courage

Speaking up when it's easier to stay quiet. Making hard decisions even when you're scared.

How to build it:

- Once a week, have one difficult conversation you've been avoiding
- Challenge one "we've always done it this way" practice each month

9. Recognition

Catching people doing things right. Making appreciation specific, timely, and meaningful.

How to build it:

- Send one thank-you note weekly saying exactly what someone did well
- Start meetings by celebrating a team member's recent win

10. Accountability

Creating a team where people own their work and their mistakes. Making commitments that stick.

How to build it:

- Start each week asking "What did we commit to last week? How did we do?"
- When things go wrong, ask "What happened?" not "Who's to blame?"

5. Resilience

Bouncing back from setbacks faster and stronger. Turning obstacles into opportunities.

How to build it:

- After each setback, write down 3 lessons learned and 1 action to take
- Build a "bounce-back ritual" (walk, call a friend, exercise) to reset after hard days



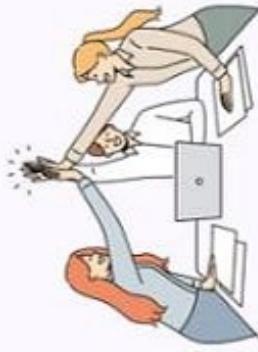
Be the BOSS Who Boosts Careers

© George Stern



Promote Internally

Ex: Instead of going external with a hire, promote a promising internal candidate



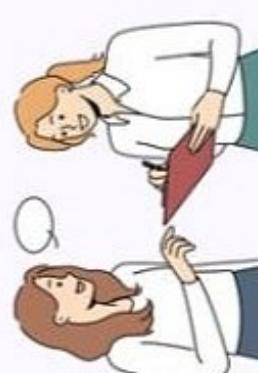
Share Credit

Ex: When praised by leadership, redirect with, "Actually, [name] led that from day one"



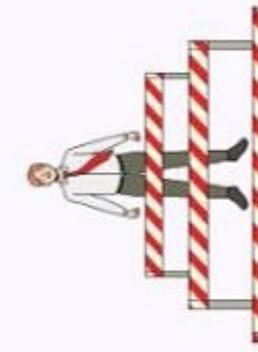
Give Stretch Roles

Ex: Ask them to present to senior leaders and help them prepare so that they shine



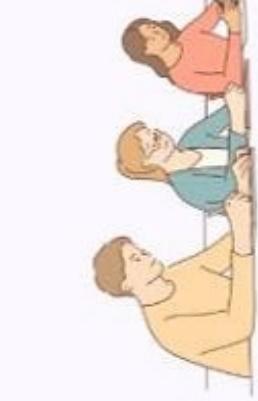
Elevate Voices

Ex: Pause a loud discussion and say, "Let's hear [name]'s perspective on this"



Clear Obstacles

Ex: Take a draining task off their plate so they can focus on higher-value work



Invest in Growth

Ex: Pay for a course or coaching and block time for them to engage with it



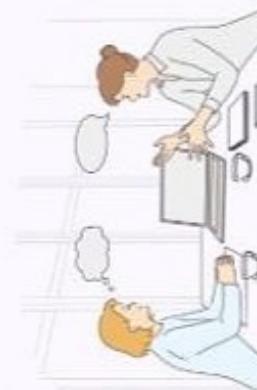
Give Real Feedback

Ex: After a tough moment, say, "Here's what worked and one area to sharpen"



Know Their Goals

Ex: Ask, "What's your dream role in two years, and how can we prep now?"



Defend Them

Ex: When blame flies unfairly, respond, "That's not what I've seen - let's ask them"



Want this in high-res? Sign up for my newsletter | [Follow George Stern](#) for more

Master These 5 Laws to Win at Work and Life



Murphy's Law

Anything that can go wrong... will.
Don't just plan goals. Plan fail-safes.



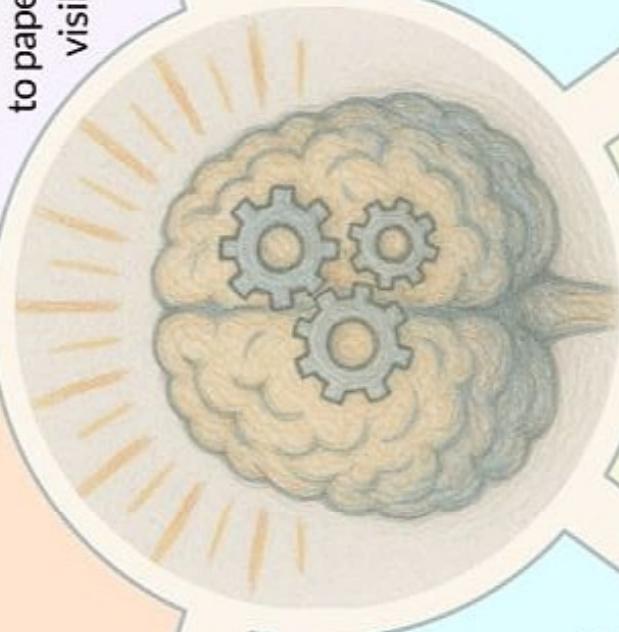
Kidlin's Law

Writing the problem down solves
half of it. Don't overthink. Put pen.
to paper and make progress
visible.



Falkland's Law

If it's not urgent, don't
decide yet. Not every
fork in the road needs
a decision today.



Wilson's Law

Knowledge compounds faster
than effort. Learn now so you're
ready when the opportunity shows
up.



Gilbert's Law

Ownership beats
effort. If it's your task,
it's your outcome.
Finish it like it
matters.



Reclaim Your Workday

4 Time Management Tools That (Actually) Deliver

By Christian Rebernik

Eisenhower Matrix

A 2x2 grid that helps you prioritize based on urgency vs. importance.

Best for: Cutting through chaos when everything feels "urgent."

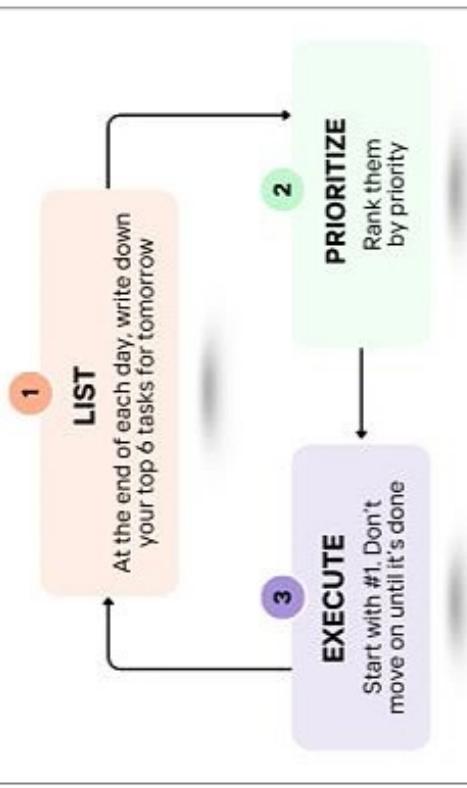
Urgent	Not Urgent
DO NOW	This is high-stakes and time-sensitive. It needs your focus now. Example: Client proposal due today.
DELEGATE	It needs to happen, but someone else can handle it. Example: Reschedule a meeting or send follow-up emails.
DELETE	Feels productive. Isn't. Let it go (or timebox it later). Example: Scrolling LinkedIn to "research" competitors.



Ivy Lee Method

A 100-year-old productivity trick used by execs and creatives alike.

Best for: Simplicity and focus. Especially when you're overwhelmed by choice.



Deep Work

(h/t Cal Newport)
A method for focused, high-impact work without distractions

Best for: Anyone whose value lies in thinking, creating, or solving problems.

TIME	TASKS
8:00-8:30 AM	Plan the day
8:30-10:00 AM	Deep work: Write client proposal
10:00-10:15 AM	BREAK
10:15-11:00 AM	Email + Slack
11:00-12:00 PM	Content planning for next week



Timeboxing

(h/t Marc Zao-Sanders)
You assign fixed time slots to specific tasks or activities.

Best for: People who get stuck in perfectionism or never-ending to-do lists.

- ✓ Create a **consistent routine**
Same time, same place trains your brain to drop into focus faster.
- ✓ **Batch shallow tasks separately**
Keep emails, admin, and meetings outside your deep work blocks to protect your creative energy.
- ✓ **Track results, not time**
Measure output (e.g. strategy drafted, article written), not hours logged. It's about depth, not duration.

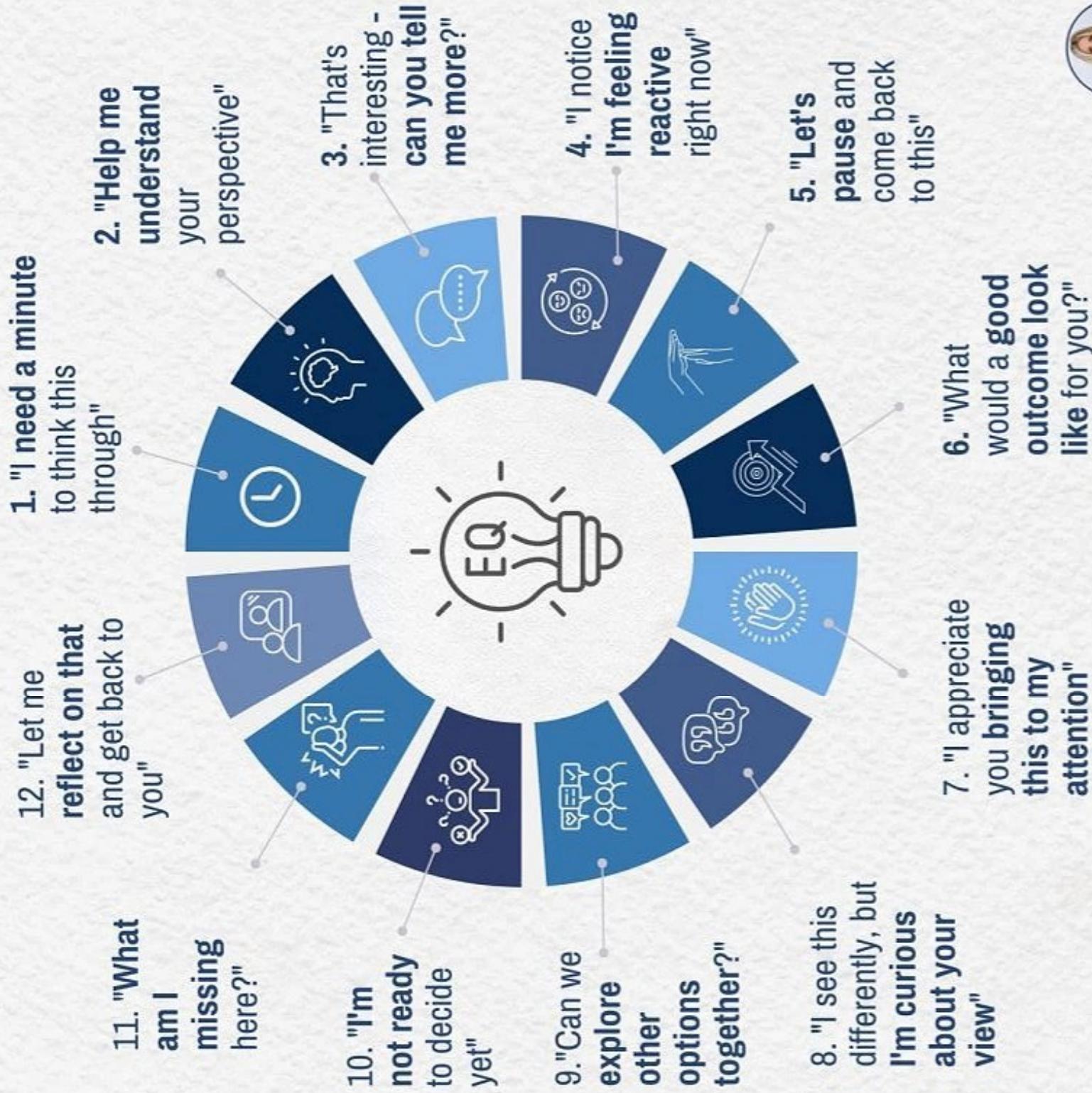


Christian Rebernik

12 Sentences

Emotionally Intelligent

People Use Under Pressure



10 Leadership Habits That Slowly Kill Your Team

1. The "Always Available" Trap

2. The "I'll Just Handle It" Reflex

You think: "I'm showing dedication."

Reality: You're setting an expectation of 24/7 availability.

→ When you reply at 11 PM, your team feels pressured to do the same.

You think: "I'm helping the team."

Reality: You're stalling their growth.

→ Constant quick fixes stop your team from developing problem-solving skills.

3. The "Hustle Harder" Signal

You think: "I'm setting a strong example."

Reality: You're normalizing burnout.

→ Skipping breaks and working late isn't dedication—it's poor boundary-setting.

4. The "Perfect Over Done" Mindset

You think: "I'm ensuring high standards."

Reality: You're creating paralysis.

→ When everything must be perfect, progress grinds to a halt.

5. The "Problem Solver" Identity

You think: "I'm removing obstacles."

Reality: You're making your team dependent on you.

→ If you solve everything, they stop learning how to handle challenges themselves.

6. The "Crisis Mode" Default

You think: "I'm keeping morale high."

Reality: You're shutting down real conversations.

→ Forced optimism makes people hesitant to share concerns.

7. The "Positive Vibes Only" Shield



8. The "Just One More Thing" Habit

You think: "Small asks don't add up."

Reality: You're overwhelming your team.

→ Constant extra tasks blur work-life boundaries and erode trust.

9. The "Meeting Marathon" Culture

You think: "We're staying aligned."

Reality: You're stealing productive time.

→ Endless meetings leave no room for actual deep work.

10. The "Instant Response" Expectation

You think: "I'm keeping morale high."

Reality: You're shutting down real conversations.

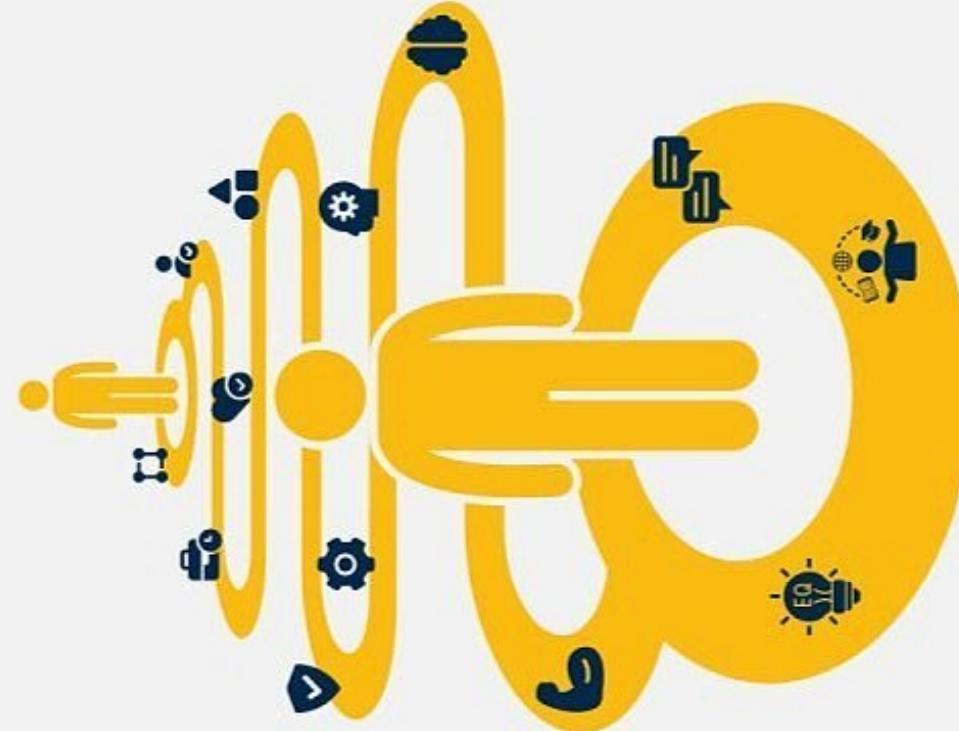
→ Forced optimism makes people hesitant to share concerns.

13 PILLARS OF HIGH PERFORMERS

@JustinMecham



 Genuine Humility <p>Openly receives and acts on feedback.</p>	 Impactful Communication <p>Shares ideas clearly and listens actively.</p>	 Efficient Execution <p>Prioritizes tasks and focuses on delivering results.</p>	 Dynamic Adaptability <p>Quickly adjusts to new information and altered circumstances.</p>	 Positive Mindset <p>Encourages a hopeful and confident outlook.</p>
 Solve Problems <p>Approaches problems with creative solutions.</p>	 Take Ownership <p>Accepts responsibility for actions and their outcomes.</p>	 Empathetic Leadership <p>Builds trust through understanding and supporting team.</p>	 Sincere Collaboration <p>Values team achievements over individual accolades.</p>	 Emotional Intelligence <p>Manages emotions to maintain professional relationships and a positive work environment.</p>
 Resilience <p>Bounces back from setbacks with a constructive attitude.</p>	 Proactive Learning <p>Seeks self-improvement and skill enhancement.</p>	 Strategic Self-Awareness <p>Recognizes personal strengths and weaknesses.</p>		



7 habits of leaders

everyone loves to work with:

- 1/ Listen more, talk less
↳ People who feel heard, feel valued
- 2/ Avoid gossip
↳ Set an example and avoid office politics
- 3/ Keep your cool
↳ If the leader's anxious, the team feels it
- 4/ Communicate clearly and concisely
↳ Cut out the noise with clear instructions
- 5/ Show you care
↳ Showing emotion makes you smart, not soft
- 6/ Follow through on your promises
↳ Don't let the team down or hold them up
- 7/ Seek out input
↳ Encourage and value input

The Art of Negotiation

A Master Cheat Sheet for Better Outcomes in Business & Life

'I FORESAW IT' Framework

(Source: Seth Freeman)

I Interests

Consider what both sides really want.

F Facts

Gather hard data and market benchmarks.

O Options

Generate multiple creative solutions.

R Rapport

Build genuine connection before business.

E Empathy & Ethics

See the world through their eyes.

S Setting & Scheduling

Control when and where you negotiate.

A Alternatives

Know your walkaway position.

W Who

Map all decision-makers and influencers.

I Independent Criteria

Find objective standards both sides trust.

T Targets

Set clear goals and acceptable ranges.

The 7-38-55 Rule

People Will Judge Your Communication Based On:

38% Tonality & Face:

Voice pitch, pace, facial expressions

55% Body Language:

Your physical presence and power



Master These to Be Dangerous:

- Stand tall, shoulders back
- Make direct eye contact
- Give a firm handshake
- Control your breathing
- Mirror their energy
- Project confidence
- Stay calm under pressure

Remember:

Your presence speaks louder than your words.

Phrase Toolbox

Opening:

"I want you to feel treated fairly at all times.
Please stop me if I'm being unfair."

Discovery:

"What about this is important to you?"
"How will we know we're on track?"
"What would make this work for you?"

Sidestepping:

"I have a rule not to discuss that."
"Let's look at the standard ranges."
"I'd need to review the data first."

Closing:

"I'm confident we've found a solution that benefits everyone."

Response Patterns:

→ **To pressure:** "I understand the urgency.
Let's make sure we get this right."

→ **To aggression:** "Let's focus on the facts and find a
solution that works for everyone."

→ **To ultimatum:** "I want to understand what's
driving that position."

The Anchoring Effect

Old Advice: Wait for them to show their hand.

New Insight: If you know the market range, go first and go high (or low) to anchor them to your number.

Tactical Moves:

- Make the first offer
- Use data & comparables
- If they go first, re-anchor quickly
- Hold your ground

The first number shapes everything that follows. Make it count.

30 MUST-KNOW TERMS IN PROJECT MANAGEMENT



PATH TO PM

Sprint: A 1-4 week burst of team effort targeting set goals		Stakeholder: Those impacted by the project
Scrum: Agile teamwork method for step-by-step progress		Project Sizing: Estimating project effort/time
Backlog: Ranked list of tasks or features for a project		Management Reserve: Budget for unexpected risks
MVP: Minimum Viable Product. Simplest product that offers value		Blocker: Hindrance to project progress
Scope: The defined boundaries or goals of a project		Burndown: Chart of completed vs. remaining tasks
Scope Creep: Project goals grow beyond initial plans		Strategy: Plan for achieving objectives
Retro: Post-project review to enhance future efforts		Risk Management: Handling potential project issues
Initiative: Projects aimed at a business goal		Open Issues: Unresolved project concerns
GA: Public release date of a product or service		Impact Analysis: Effects of changes on project
SOW or Statement of Work: Outlines project scope and schedule		Baseline: Project's original plan for comparison
Capacity Planning: Estimating needed resources for a project		Kickoff: Project start
Deliverable: Tangible outcome from a project		Roadmap: Goals, vision, and timeline outline
Risk: Possible threat to project goals		Iteration: Cycle for improvement and feedback in projects
Issue: Risk that's occurred and requires action		Milestone: Major achievements or phases in a project
WBS: Project scope & deliverables breakdown		QA: Ensuring project outcomes meet standards

Consider sharing to help your network and follow me for more [and follow me for more](#)

Jean Kang



Simple Micro Habits to Calm Anxiety

Use these practical tips to ground yourself and regain control.

Use affirmations or a mantra: Repeat a calming phrase, such as "I am safe, and I can handle this," to disrupt anxious thought patterns.

Take mini-movement breaks: Every hour, stretch or do light exercises like a few squats or shoulder rolls to release built-up tension.

Check your posture: Stand or sit up straight and relax your shoulders. Good posture can reduce physical tension and signal confidence to your brain.

Carry a calming object: Keep a small, comforting object like a smooth stone, keychain, or worry bead in your pocket. Holding or rubbing it can help redirect nervous energy.

Count backward from 100: This simple mental exercise disrupts anxious thought loops and redirects your focus.

Carry lavender or chamomile essential oil: Inhale these soothing scents when feeling stressed to promote relaxation.

Visualize a safe space: Close your eyes and imagine yourself in a peaceful, comforting place, engaging all your senses in the visualization.

Smile intentionally: Even if forced at first, smiling can trigger positive emotions and counteract stress.

Set a two-minute worry timer: If you're feeling overwhelmed, allow yourself two minutes to acknowledge and process your worries, then consciously redirect your focus.

Write down anxious thoughts: Keep a small notebook handy to jot down worries and create mental distance from them.

Chew gum or eat a mint: The repetitive motion of chewing or the sensory experience of a mint can distract and ground you.

Focus on a single sensory experience: Pay close attention to one sensation, such as the texture of your clothes, the feel of the air on your skin, or the taste of a bite of food.

Keep your phone out of sight: Limit screen time, especially on social media, which can heighten anxiety. Use the extra time to engage in a calming activity.



Found this helpful? Repost and follow Suren Samarchyan for more

THE 4 MODES OF LEADERSHIP

Great leaders switch seamlessly between all four

By Kavit Haria

Coaching

Unlock potential by asking, not telling.

Primary Focus

Support others in discovering their own solutions.

Style

Ask powerful, open-ended questions.

Outcome

Confident, self-directed problem-solvers.

Say

"What do you think is possible here?"

Use

When the team holds the answer.

Consulting

Apply expertise to move faster.

Primary Focus

Diagnose and recommend solutions.

Style

Share expert advice and direction.

Outcome

Faster solutions and smoother processes.

Say

"Considered trying this approach?"

Use

When your expertise is the shortcut.

Mentoring

Share experience to grow others.

Primary Focus

Guide through wisdom and stories.

Style

Teach through personal lessons.

Outcome

Long-term growth and clarity.

Say

"Here's what worked for me when..."

Use

Offer perspective and direction for ongoing growth.

Managing

Drive action and deliver results.

Primary Focus

Organize work and ensure accountability.

Style

Set expectations, assign tasks, track progress.

Outcome

Clear alignment and on-time execution.

Say

"What's the status on your deliverables?"

Use

When deadlines or standards can't slip.



Follow [in](#) Kavit Haria

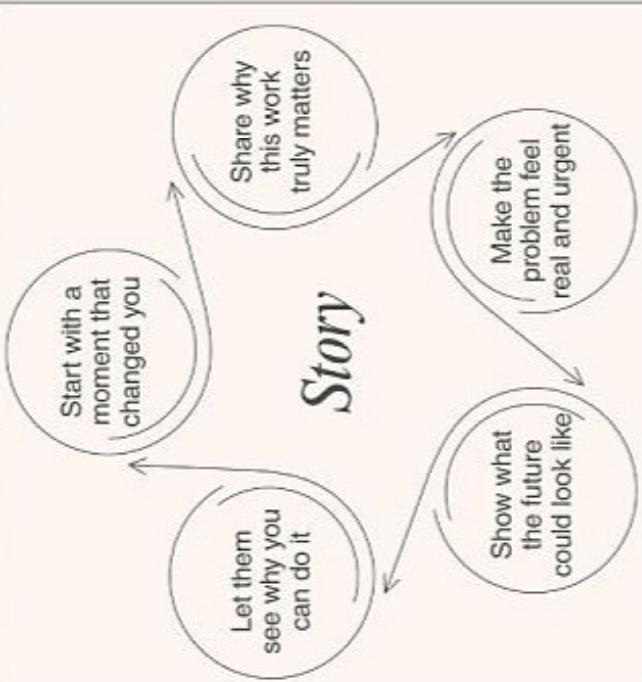
for more on coaching, leadership & business.

THE PERFECT PITCH

How to Speak So People Want to Say Yes

by Desiree Gruber

The Heart of a Winning Pitch



How to Deliver Your Pitch with Power

1 Shape It Like a Conversation

Speak like you're sharing something exciting with a smart friend.

2 Speak to One Person, Not the Room

Even if you're on stage, make it personal. Your energy should feel like it's just for that individual.

3 Make It Easy to Retransmit

Use clear language, vivid examples, and a simple structure so people can pitch it for you later.

Who's Listening and What They Want to Hear

What different stakeholders care about in your pitch:



3 Pitch Habits That Build Credibility

Keep It Short, Say It Slow

Long-winded is forgettable.
Short sentences, = confidence
well-paced delivery, = and clarity.

Know the Numbers Cold

Not just revenue, know your customers, costs, projections, timeline.
It signals you're serious and ready.

Show Curiosity, Not Desperation

You're not just being evaluated, you're evaluating, too.
That calm energy builds respect and opens real dialogue.



“Not Now” Doesn’t Mean “No”

16 Follow-Up Phrases That Build Trust & Spark Conversations

By Mo Bunnell

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|---|---|---|---|--|---|--|--|---|--|---|---|---|--|---|--|--|---|-----------|---|-----------|--|-----------|---|-----------|--|
| 1 | “What’s changed since we last connected?” | 2 | “Want to hop on a quick call to align on where things stand?” | 3 | “Could this be worth revisiting this quarter?” | 4 | “Would you prefer we keep this warm or pause for now?” | 5 | “I’ll follow up unless I hear different. That work for you?” | 6 | “Any updates on this since we last spoke?” | 7 | “Want to explore a few options together?” | 8 | “Saw this and immediately thought of you. Wanted to share.” | 9 | “Would next quarter be a better fit for this?” | 10 | “Happy to follow up later—or press pause if that’s better.” | 11 | “Would it help to loop in someone else to keep momentum?” | 12 | “If this isn’t a fit, no worries. Okay if I check back later?” | 13 | “Want to co-create next steps together?” | 14 | “Circling back with something new that might be helpful. Interested?” | 15 | “Had an idea that might help. No pressure, of course.” | 16 | “Totally get it if now’s not the time. Would it make sense to reconnect later?” |
| Helps you reconnect by showing interest in their evolving priorities. | | Gives them a low-pressure way to reengage and feel in control. | | Anchors the conversation in timing, without making it about you. | | Shows respect for their time while giving them an easy out. | | Makes follow-up expected, not annoying. | | Short, casual, and easy to respond to, especially after silence. | | Turns the follow-up into a collaboration, not a pitch. | | Positions the delay as strategy, not rejection. | | Signals you’re focused on solving, not selling. | | Gives permission to say “no” while keeping the door open. | | Builds buy-in and makes them feel like a partner, not a prospect. | | Respects their bandwidth and shows empathy, without giving up. | | | | | | | | | |
- 1** “What’s changed since we last connected?”
Helps you reconnect by showing interest in their evolving priorities.
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- 7** “Want to explore a few options together?”
Turns the follow-up into a collaboration, not a pitch.
- 8** “Saw this and immediately thought of you. Wanted to share.”
Shows you’re paying attention and still thinking of how to help.
- 9** “Would next quarter be a better fit for this?”
Positions the delay as strategy, not rejection.
- 10** “Happy to follow up later—or press pause if that’s better.”
Puts the ball in their court in a generous, non-salesy way.
- 11** “Would it help to loop in someone else to keep momentum?”
Signals you’re focused on solving, not selling.
- 12** “If this isn’t a fit, no worries. Okay if I check back later?”
Gives permission to say “no” while keeping the door open.
- 13** “Want to co-create next steps together?”
Builds buy-in and makes them feel like a partner, not a prospect.
- 14** “Circling back with something new that might be helpful. Interested?”
Gives a reason to reengage by offering fresh value, not just following up to follow up.
- 15** “Had an idea that might help. No pressure, of course.”
Relieves tension and invites curiosity.
- 16** “Totally get it if now’s not the time. Would it make sense to reconnect later?”
Respects their bandwidth and shows empathy, without giving up.

Repost for others.



Follow [Mo Bunnell](#) to win more business (by being helpful).



Burnett Idea Group

Time Management

Proven Techniques To Increase Productivity

Eisenhower

What - Prioritize tasks.

When - Weekly for bigger tasks, daily for immediate.

Why - We often start with busy work because it's easiest - but it's least important.



How - Put all tasks into 1 of 4 quadrants:

1. Urgent and important: do now.
2. Not urgent but important: schedule.
3. Urgent but not important: delegate.
4. Not urgent or important: delete.

80/20

80%

What - Focus only on highest-impact activities.

When - You're overwhelmed by amount of work.

Why - Diminishing returns are real: 80% of results come from 20% of effort.

How - Focus on top 20% in each category.

- 20% of tasks that yield 80% of impact.
- 20% of clients → 80% of revenue.
- 20% of relationships → 80% of value.
- 20% of exercise → 80% of gains.

1-3-5

What - Select just a few critical tasks.

When - You're only getting to part of your list each day.

Why - We actually complete more when we bite off less.

How - Pick just a few tasks for the day:

- 1 key task (just 1!).
- 3 medium tasks.
- 5 small ones.
- That's it - no more.

1 3 5

Eat Your Frog



What - Do your most important task first.

When - You keep pushing off a critical (but dreaded or overwhelming) item.

Why - Action is rarely as bad as we fear; just get it done and build momentum.

How - Identify, schedule, eat, celebrate:

- Find the big task you procrastinate.
- Schedule time to do it first thing.
- Do it.
- Celebrate: the day will only get better.

Deep Work

What - Dedicate uninterrupted time to your key task.

When - Small things keep distracting your focus.

Why - Multitasking is a myth - we're FAR more productive when monotasking.

How - Set yourself up for success:

- Block time on your calendar.
- Close your door, put away your phone, exit your email.
- Spend at least 1 hour (2-3 preferable) on just a single task.



Pomodoro



What - Work in intervals.

When - Projects that seem too big - it breaks them up.

Why - Research shows short bursts with breaks increase productivity.

How - Work, break, work, break:

- Common is 25 minutes on, 5 off - but experiment!
- Focus on just one task for the interval.
- Rest should be restorative (step outside, breathe, talk to someone) not just doom scrolling.

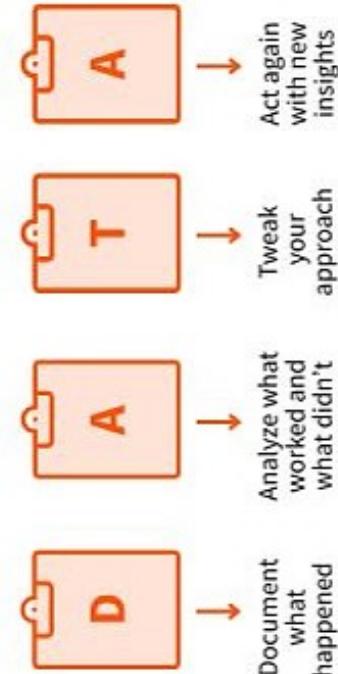
4 Frameworks to Overcome Your Fears

(so you can move forward with confidence)

By Dr. Thomas Funke

1. The DATA Framework (Fear of Failure)

When you think: "What if I fail?"

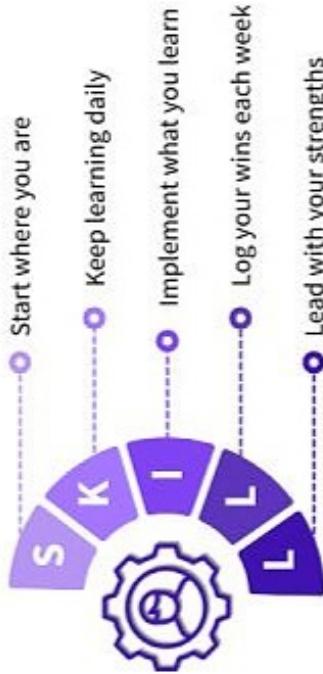


Example: Launch didn't land? Gather feedback, find the gaps, adjust your messaging, and relaunch with a sharper offer.

Failure is feedback. Use it to move forward.

2. The SKILL Framework (Imposter Syndrome)

When you think: "I don't belong here."

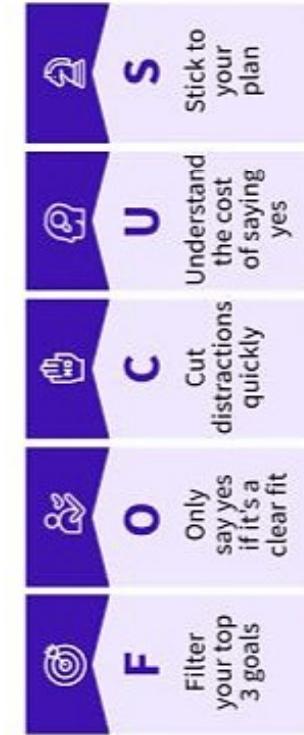


Example: New to leadership? Focus on small wins: assess your team, delegate smarter, track progress, and grow from there.

Progress builds confidence.

3. The FOCUS Framework (Fear of Missing Out)

When you think: "I can't miss this opportunity."



Example: Invited to a conference? If it doesn't support your core goals, say no. Protect your time for what matters most.

Clarity beats overwhelm.

4. The PIVOT Framework (Fear of Rejection)

When you think: "They'll shut down my idea."



Example: Proposal rejected? Ask for specifics, treat feedback as input, and pitch a refined version.

Rejection can lead to better results.



in Dr. Thomas Funke

Tomorrow University
of Applied Sciences

If you found this useful, follow me for more

7 TIPS TO RETAIN YOUR TOP TALENT

It's not about more perks—it's about less nonsense.

Top talent doesn't leave because of pay. They leave because of poor leadership, no growth, and burnout with no backup. Here's how to stop the bleeding.

Stop Managing. Start Unblocking.

- High performers don't need hand-holding.
- They need you to get out of the way.



Make Their Work Matter.

- High performers don't need hand-holding.
- They need you to get out of the way.



Kill Pointless Meetings.

- Every unnecessary meeting is a signal:
- "We don't value your time."



Give Feedback That Grows, Not Grades.

- Don't wait for performance reviews.
- They want real-time coaching, not annual judgment.



Pay Attention to Burnout Clues.

- Silence, short replies, lack of initiative—these are signals.
- Burnout doesn't always shout.



Let Them Say No.

- Respect bandwidth.
- If every "yes" leads to another project, they'll eventually say "I'm out."



Invest in Their Next Chapter—Even If It's Not With You.

- Help them grow beyond their current role.
- Ironically, that's how you keep them longer.



BONUS TIP: Retention isn't a policy. It's a pattern. If your best people are always "doing fine," you're not paying enough attention.



Follow Justin Bateh, PhD for more

projectright.com

12 EVERYDAY WAYS TO SHOW TEAM APPRECIATION

By Amy Gibson



1. Say Thank You

Give a direct, specific thank you in chat or on a call.



2. Share Team Wins

Show how their work contributes to the bigger picture.



3. Ask for Input

Invite ideas on projects so everyone feels included.



4. Give Public Credit

Shout out great work during team calls or email threads.



5. Send a Note

Drop a quick, thoughtful message recognizing someone's effort.



6. Offer Flex Time

Let them adjust hours after delivering strong results.

7. Mark Milestones

Celebrate birthdays or work anniversaries in group chat.



8. Support Growth

Share a course or resource aligned with their interests.



9. Let Them Own It

Give team members space to lead and make decisions.



10. Regular Check-Ins

Ask how they're doing, personally and professionally.



12. Follow Through

Stick to your word to build trust and respect.

Follow **Amy Gibson** for actionable tips on leadership

[LinkedIn.com/in/amy-l-g](https://www.linkedin.com/in/amy-l-g)

The Garland Leadership Model

By Kavit Haria

1

See the Whole Person

Lead the human, not the role.

- Know what makes them thrive
- Honor their quirks, strengths, and struggles
- Support the person behind the performance

Quick tip: Ask, "What helps this person feel safe, seen, and supported?"

2

Value Every Voice

Differences aren't distractions. They're the design.

- Invite views that challenge your own
- Blend personalities, not just tasks
- Lead for inclusion, not agreement

Quick tip: Say, "What am I missing from your point of view?"

3

Think of your team like a garland:

Every person is a flower.
Your leadership is the invisible thread.
The beauty is in how it all comes together.

Lead for the Whole, Not the Ego

Real leaders build trust, not control.

- Put the team above personal pride
- Stay grounded when things get messy
- Choose what's right for the group, not just the loudest voice

Quick tip: Ask, "What does the team need most right now?"

4

Make It a Daily Practice

Leadership isn't a title. It's a choice you make every day.

- Begin with intention
- Share credit. Own your part
- Lead from service, not status

Quick tip: Start your day by asking, "Who can I lift today, and how?"

8 Ways | Build a People-First Culture

By Kavit Haria



HOW TO HANDLE DIFFICULT PEOPLE

(Without losing your mind)

