Manage Your Time & Energy: Application Challenge

Activity Instructions – PART ONE

For this challenge, you will pretend you are the leader of your current team and draft a “Weekly Plan” to conquer next week.

* To do this, take time to consider your overall goals for the week and then the who, what, when, where, how & why for each day.
* Remember, being a leader means demonstrating the Ante to Lead.  Oh yes – and remember to carve “you time”, too!

Be prepared to share your mindset and approach to creating the plan as well as the actual, day to day plan itself. Your leader will ask questions and provide feedback on this assignment during your Leadership Coaching 1:1.

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| Monday’s Investment List | |
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| Tuesday’s Investment List | |
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| Wednesday’s Investment List | |
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| Thursday’s Investment List | |
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| Friday’s Investment List | |
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Activity Instructions – PART TWO

Now that you have organized these tasks, take some time to reflect on this experience.

1. What was the most valuable part of this assignment?
2. What was the most difficult part of this assignment?
3. What are some questions you would like to explore to better grasp weekly planning as a team leader?