Set Your Team Up for Success - Reflection

Reflection question(s):

* What was the most valuable part of this challenge?

Answer(s):

Learning how to plan/recap – and creating the time to do so!

Utilizing calendar events to remember and carve out time for this valuable activity

General Notes:

* Q: How did the leader create their weekly plan?
* A: Pre-plan daily "big-rocks" with Megan (assistant) - then try to fill in remaining "smaller rocks" (and reserve time for self, as well)
* Q: How does the plan set the team up for success?
* A:
  + Help your team prepare first: notify of upcoming meetings/presentations > Set them up for success by setting reminders & ample lead time
  + Help them get organized: Set Outlook reminders > Action(s) required reminders
  + Spaced out agendas (ample lead times to get materials/work completed)
* Q: What best practices might you leverage when you create weekly plans as a leader?
* A:
  + Help the team get organized: Set Outlook reminders > Actions required reminders > Spaced out agendas (lead times to get materials/work completed)
  + "Canned Copy/Paste" standard responses (Example: including a "WHY" response to a meeting that was declined, etc.)
* Q: What practices might you modify or change completely when you create weekly plans as a leader?
* A:
  + Delegate MORE (surrogates!) > Benefits: Growth for team members + extra time/focus for yourself
  + Better/Clearer Communication (SO CRITICAL!): Clear, simple, concise
  + Follow-up more: "Message sent, is NOT always message received"
    - Check for understanding - by polling for "reflect the message back to me" > Ask questions!

\* Upload this as part of your Checklist Evaluation to submit to your leader