

Title: Shhhh....

MVP: A 60-minute reflection exercise to help you renew your attention and intention

On Wednesday I promised you something special that would be useful if you chose to block an hour of time for self-reflection.

Please understand – there is no need to feel guilty if you can't do this today. It is simply an opportunity, not a requirement.

Steps:

- Find a quiet space. No family, pets, phones, computers. Zero distractions. The world will survive without you for 60 minutes.
- Grad paper and a pen. Please do not type this! Write by hand. There is a physiological difference when we write things out by hand.
- Divide a sheet of paper with a line going down the center.
- On the left-hand column write down everything that you feel good about in your organization this fall.
- On the right-hand column, list out the things you don't feel good about.
- Reflect on the positives and identify specific things you have done as a leader to contribute to the positives.
- Reflect on the negatives. Cross out any that you have no influence over.
- Look at what is left. Ask:
 - What is the underlying problem? Why is it like this?
 - What is one tiny tweak that would make it a little better?
 - How can my skills, or another person's skills, contribute to making that tweak?
- Reexamine everything you have written.
- List out three positive leadership practices you want to keep executing.
- Identify one action you want to take to make one tweak in one of the issues.
- List two people who can support you, even if it is just encouragement.
- Set a deadline for action.

Optional: Reply to this email and share your positives, action item, and deadline with me. I'll do what I can to support you.

Today's intention: Reflect on the fall and your own leadership. Acknowledge your positive actions and identify one thing to tweak.