

ACHIEVING MORE WITH LESS 1

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ACHIEVING MORE

WITH LESS

Participant's Workbook

Blame or Aim?

Questions Part 1

- What is the problem or issue?

- How long have you had it?

- Why did the problem arise?

- Why haven't you solved it?

- Who is at fault?

FOR PREVIEW ONLY

Blame or Aim?

Questions Part 2

- What do you want instead of the problem or issue?

- How will you know when you've achieved what you want?

- How can it be solved?

- Who can help you achieve your objective most quickly?

- What resources will help?

- What can be learned from this matter?

FOR PREVIEW ONLY

TIME MANAGEMENT MATRIX

Quadrant 1

URGENT
AND
IMPORTANT

Quadrant 2

IMPORTANT
BUT NOT
URGENT

Quadrant 3

URGENT
BUT NOT
IMPORTANT

Quadrant 4

NOT
IMPORTANT

Quantum Leap Improvements

This exercise is in two parts. In the first part you will work on your own for about three minutes. In the second part you will work in pairs, with each person exploring their experience, guided by the other person, for about six minutes.

Don't forget to refer to the Quantum Leap Improvements circle below.

EXPERIENCE

**PLAN TO
IMPROVE**

REVIEW

**DRAW
CONCLUSIONS**

Quantum Leap

Improvements

Part 1

Think of an experience you have recently had. It might be something that worked surprisingly well, or something that disappointed you in the way you handled it or in the outcome.

Make some notes below about what happened, who was involved, what your role was, what your desired outcome was.

FOR PREVIEW ONLY

Quantum Leap Improvements

Part 2

Now pair up. Describe your experience to your partner and let your partner help you explore it.

1. REVIEW THE EXPERIENCE

What was the experience? What actually happened? What did you say? What did you do? What were you trying to achieve? Who else was involved? What did they say and do?

2. CONCLUDE

In retrospect, what did you personally do that worked well? What did you do that could be improved on? How? What else could you have done in order to achieve a better or more satisfactory outcome?

3. PLAN

Bearing this in mind, what will you do next time you face a similar situation?

Avoiding Mondayitis

**Make work enjoyable and
more satisfying**

Tick off the characteristics in the following list which apply to you

WHAT PEOPLE HATE ABOUT WORK

Red tape and bureaucracy

Conflict

Criticism and Blame

Lack of success

Lack of focus

Unrealistic goals and deadlines

Feeling powerless and unimportant

Boring, repetitive work

“Fighting a losing battle” syndrome

Other:

Other:

Avoiding Mondayitis

**Make work enjoyable and
more satisfying**

Tick off the characteristics in the following list which
apply to you

WHAT MAKES PEOPLE HAPPY TO COME TO WORK

Clear goals

Recognition

Information – knowing the “big picture”

Learning

Progressing

Feeling they are contributing and thus important

Other:

Other:

Other:

Other:

Other:

FOR PREVIEW ONLY

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