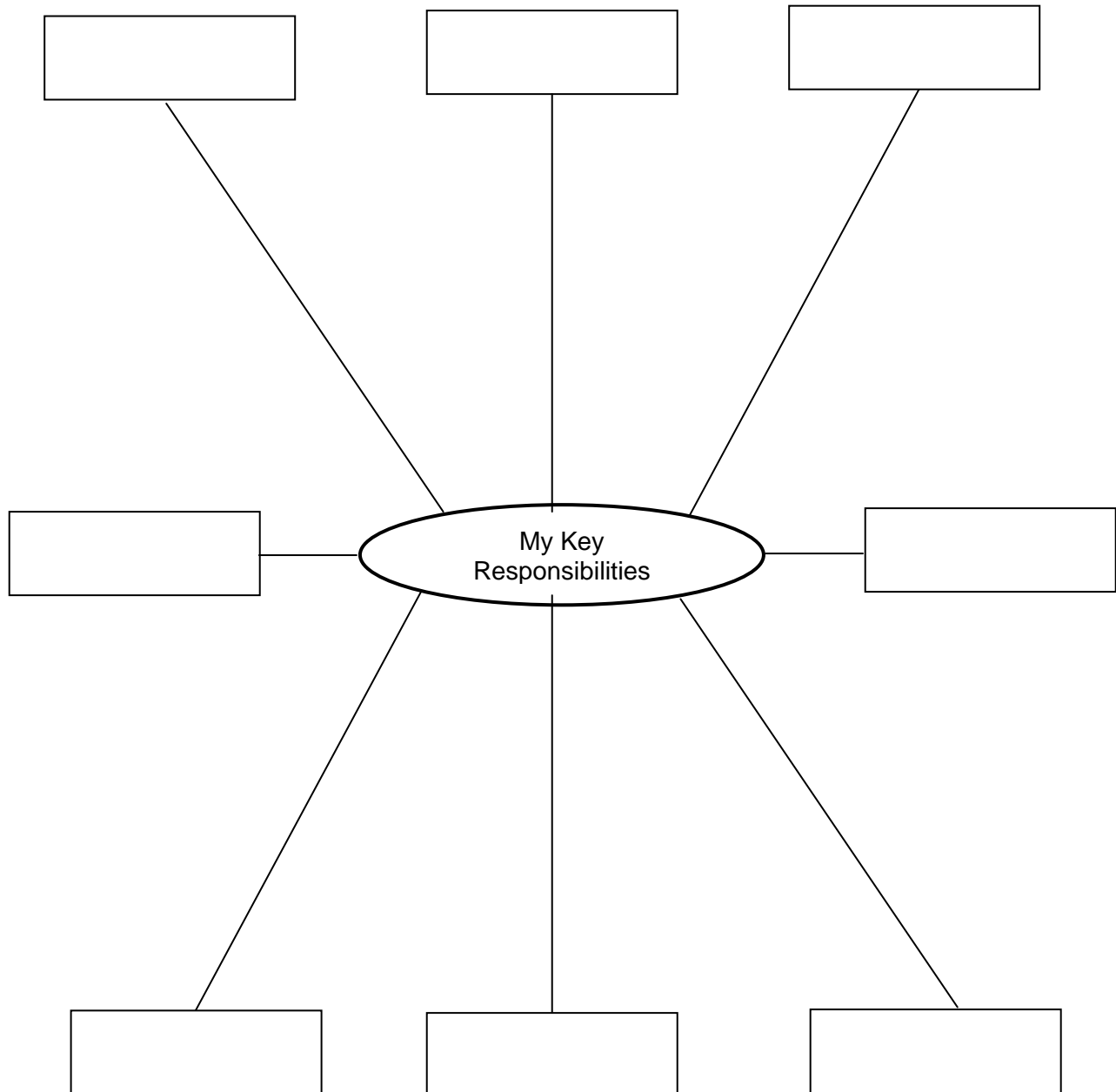


Your Key Responsibilities & Results Mind Map

Develop a mind map of your work-related and personal Key Responsibilities & Results. *All Key Responsibilities* (Quadrant II projects, functions, relationships, and personal development areas) are represented as major component branches extending from the Key Responsibilities hub. *Results* (things you want to achieve for each Key Responsibility) should be sub-branches extending from each Key Responsibility branch.



Resources Needed:

What	Where	Who
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Possible Obstacle 1

Solution / Alternative / Preemptive Action

Possible Obstacle 2

Solution / Alternative / Preemptive Action

Possible Obstacle 3

Solution / Alternative / Preemptive Action

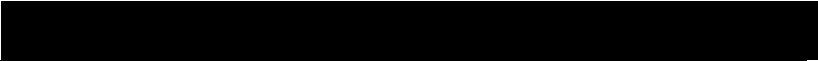
Item	Budget	Actual	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notes _____



Meetings / MEetings / Travel / Personal

Week of ___/___/___ to ___/___/___ 2009	T I M E	SUN ____	MON ____	TUE ____	WED ____	THU ____	FRI ____	SAT ____
RESPONSIBILITIES & RESULTS	A M							
1: _____ • • •	8:							
	9:							
2: _____ • • •	10:							
	11:							
3: _____ • • •	12:							
	1:							
4: _____ • • •	2:							
	3:							
5: _____ • • •	4:							
	5:							
6: _____ • • •	6:							
	7:							
7: _____ • • •	Eve							
	N O T E S							



KEY RESPONSIBILITIES – KEY RESULTS: _____

Date	Priority	Next Action	Start by /4	Due by

OWED TO ME

Date	Priority	Item	Who	Follow up	Due by

MISC. TO DO'S/POSSIBLE PROJECTS & TO DO'S

Date	Item	Start by	Due by

RETURN CALL LOG

Date	Person / From	Purpose	Number



Strategy 2: Improving Email Quality

The subject line:

- **Action** lets the recipient know your email contains information about an action you're taking.
- **Info** lets the recipient know your email contains information about something.
- **Request** lets the recipient know your email contains information about something you're requesting them to do.
- **Confirmed** lets the recipient know that you understand their request and have committed to a particular action.
- **Delivery** lets the recipient know your email contains information about your response to a specific request they made.
- **/ Attachment or / Link** indicates an attachment or link is included.

CATEGORY	SUBJECT LINE EXAMPLE
Action	<i>Action: Call to M. Smith this week to schedule video conference</i>
Info	<i>Info: Summary data of all transaction reports, w/ attachments</i>
Request	<i>Request: Need to push back final delivery dates by two weeks</i>
Confirmed	<i>Confirmed: Widget proposal submitted to client X on April 16 – No Reply Necessary</i>
Delivery	<i>Delivery: Notes from Alpha Team Sales Meeting- 2 pm 6/25</i>
Attachment	<i>Delivery / Attachment: Notes from Alpha Team Sales Meeting- 2 pm 6/25 – No Reply Necessary</i>

Compose Two of Your Own Examples...

