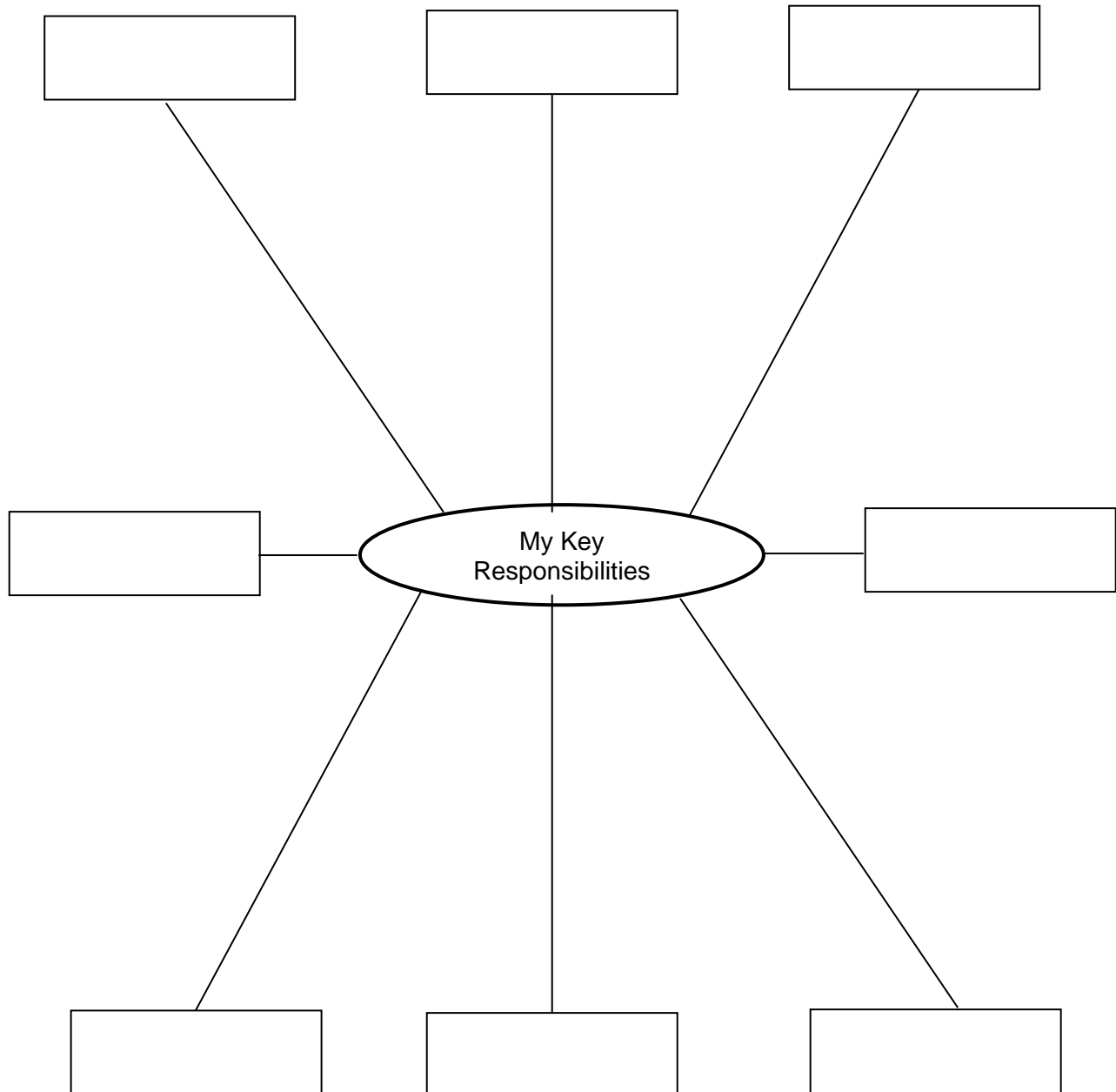


## ***Your Key Responsibilities & Results Mind Map***

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.



## **Key Responsibility Project Planning Worksheet**

Key Responsibility/Result \_\_\_\_\_

Desired Results \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Consequences of Not Following Through \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Major Components:

- |          |           |
|----------|-----------|
| 1) _____ | 6) _____  |
| 2) _____ | 7) _____  |
| 3) _____ | 8) _____  |
| 4) _____ | 9) _____  |
| 5) _____ | 10) _____ |

Action Steps:

Who

By When

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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

---

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

Notes \_\_\_\_\_

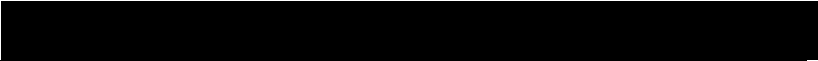
\_\_\_\_\_

\_\_\_\_\_



**Meetings / MEetings / Travel / Personal**

Week of ___/___/___ to ___/___/___ 2009	T I M E	SUN ____	MON ____	TUE ____	WED ____	THU ____	FRI ____	SAT ____
<b>RESPONSIBILITIES &amp; RESULTS</b>	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							



**Quadrant II Weekly Planner**

Week of \_\_\_/\_\_\_ to \_\_\_/\_\_\_ 2009

S	M	T	W	T	F	S
___	___	___	___	___	___	___

AB	Day	Deleg	✓	<i><b>RESULTS &amp; TO DOs</b></i>

NOTES	4D	PHONE LOG
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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

**Compose Two of Your Own Examples...**

