

**THE
POWER
OF
FIVE PERCENT**

workbook



Welcome to The Power of 5%!

Whether you're here out of curiosity or because you're ready to take a more intentional approach to your growth, this workbook is designed to give you a foundational understanding of the The Power of 5% (PO5) framework.

More than just an introduction, these pages will guide you through the first steps of a transformative practice: learning to pause and invest 5% of your time into strategic reflection, planning, and personal development.

The Power of 5% is built on a simple but powerful idea—small, consistent investment of time can significantly impact your leadership, work, and life. Too often, we get caught up in the urgency of the day-to-day, moving from one task to the next without stepping back to think, refine, or realign. But what if setting aside just 5% of your time—roughly five hours per week—could change everything?

In this workbook, you'll get a preview of the PO5 framework and begin practicing the core discipline: the PAUSE. You'll learn how to:

- Shift from reactive to proactive leadership
- Create space for strategic thinking
- Develop rhythms that promote clarity and focus
- Begin laying the foundation for sustainable growth

This is not about adding another task to your to-do list. It's about reclaiming time and using it intentionally to invest in your future. As you work through these exercises, you'll not only gain insight into the PO5 approach but also prepare yourself for the full cohort experience—where you'll go deeper into these principles alongside a community of like-minded leaders.

So take a breath. Set aside distractions. And let's begin.

Let's begin.

How Others See You vs. How You See Yourself

1. How would others describe you as a leader?

- Consider feedback you've received from colleagues, friends, or mentors.
- Think about how you show up in different settings (work, family, community).

2. How would you describe yourself as a leader? Circle or underline any words that resonate:

Focused – Distracted – Burnt Out – Ready to Grow – Out of Place – Alone – Tired – Undervalued – Underutilized – Healthy Work/Life Balance – Gaining Clarity – Other

3. What do you think needs to happen for you to become a stronger leader?

- If you're leading effectively, what's helping you stay on track?
- If you're feeling stuck, what are some key gaps or challenges that need to be addressed?

Identifying the Gaps

Look at your answers from Questions 1 and 2. Do you notice any similarities or contradictions? Highlight or underline patterns. Then, reflect on the following:

- Where do you see alignment between how others view you and how you see yourself?
- Where do you notice differences? What might that reveal about areas for growth?

The PAUSE is the foundation of The Power of 5%. It's the discipline of setting aside intentional time—roughly five hours per week—to invest in your growth. This could be through reflection, strategy, learning, or mentorship.

“You cannot pour from an empty cup. Taking time to invest in yourself isn't selfish—it's strategic.”

In the full PO5 cohort, we break the PAUSE down into five key steps—Purpose & Passion, Align, Understand, Strengthen, and Engage—to provide a structured, highly effective way to use your 5% time. Each session introduces a new step, giving you practical tools and exercises to apply immediately.

But before we get there, your first step is simply to create space for intentional reflection.

Finding Your 5%

Audit Your Time: Look at your past week. Where did your time go?

- Work-related tasks: ____ hours
- Meetings: ____ hours
- Unplanned interruptions: ____ hours
- Personal development (reading, learning, coaching): ____ hours
- Rest & recovery: ____ hours
- Other: ____ hours

Identify a Small Shift: Where can you carve out five hours per week for intentional growth?

- Could you repurpose unproductive time (social media, distractions)?
- Could you set clearer boundaries to create space?
- Could you start small (30 minutes per day) and build from there?

Commit to a First PAUSE: Schedule one intentional PAUSE session this week. Block out 30–60 minutes and decide how you'll use it:

- *Journaling & reflection*
- *Strategic planning*
- *Listening to a leadership podcast*
- *Reading a book on growth*
- *Mentorship or coaching conversation*

Write down when and how you'll PAUSE this week:

Date & Time: _____

Activity: _____

Imagine you've fully embraced the Power of 5% practice for the next three months.

- What's changed?
- What do you hope to gain from being more intentional with your time?
- What areas of your life (work, leadership, relationships) do you hope to see growth in?
- How will you measure success? What would "progress" look like for you?

Final Commitment

Taking action starts with a decision. Write a short statement of commitment to yourself:

"I commit to investing in my growth by setting aside intentional time for reflection and strategic action. By practicing the PAUSE, I will create space for clarity, focus, and sustainable leadership."

Signature: _____ Date: _____

Now that you've completed this pre-work, you're one step closer to fully engaging with The Power of 5%. When you join the cohort, you'll go deeper into the PAUSE framework and learn how to apply it in real-time.

For now, **start practicing**. Set aside your first PAUSE, lean into reflection, and begin shifting toward a more intentional leadership rhythm.