

Thank you for your trust and welcome to our <u>Quick Guide</u> to <u>Clarity</u>. This is an ideal starting point to clear your mind in times where opportunity meets stress – where focus is challenged by sheer volume.

All you need: a pen, paper and 13 minutes of time.

Take 2 minutes to answer each question (keep going until you are done though). You can take more time – but don't move to the next questions before the time is up. If you need more paper, go for it! Now, start a stopwatch. When you think you are done, continue to write for at least 1 more minute.

A	Consider everything that is going on. Write a long list of everything that is currently on your mind.	
>	What groups/ themes appear? If you see it as the Earth, what are your tectonic plates?	
>	Which one of those plates can make the biggest positive difference?	
>	Which ones presents the biggest drain, risk, blocker?	
>	What can you delegate and to whom?	
>	What are you going to do first/now/today to move the needle?	

	This was helpful?	Use it more often.
What now?	Others would benefit?	Share it.
	Missing challenge and acceleration?	Call and we grab a coffee!