



SPARK

How to Lead Yourself and Others to Greater Success

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Chapter 5: Act with Intent: Make Decisions That Matter

Exercise 1: Your Vision

Exercise 2: Burnout

Exercise 3: 100 Day Action Plan

Additional resources available at sparkslead.us

Exercise 1: Your Vision

Setting a vision is critical for every Spark. It provides motivation and inspiration in our lives and allows us to strive for something each day. When we're not clear on our vision, a lot of time is wasted wondering what activities to pursue.

This exercise is designed to get you thinking of your vision for yourself. Answer the questions in this worksheet, which are designed to guide you as you work to make that better future you envision much clearer.

① What did you always want to be when you grew up? Why?

② Is there anything that you do today that is related to what you wanted to be when you grew up? Describe.

③ What activities in your work/life bring you joy?

④ What activities in your work/life drain your energy?

5 What are you not doing today that you wish you were?

6 Where do you see yourself in three years? Five years?

7 What are three short-term goals that you have for yourself that will help you achieve your three and five year goals?

1. _____

2. _____

3. _____

8 Who can you enlist to support you on your short-term and long-term goals?

Exercise 2: Burnout

Our fast-paced lives can produce a significant, unintended consequence: Burnout.

As a Spark, it's important to check in with yourself frequently to ensure you're curbing any mental or physical signs of exhaustion. Take this quiz to assess if you're demonstrating any of the symptoms of burnout. Once you're finished, identify steps you need to take immediately to ensure you better manage your physical and emotional energy.

Circle one

- | | | | |
|----|---|-----|----|
| 1 | On average, do you sleep 7-8 hours/night? | Yes | No |
| 2 | During the day, do you feel like you're tired (regardless of how many hours you slept the night prior)? | Yes | No |
| 3 | Do you feel you carry an inordinate amount of stress? | Yes | No |
| 4 | Do you feel like you're in a "funk," which is preventing you from being positive? | Yes | No |
| 5 | Has your appetite changed recently? | Yes | No |
| 6 | Do you find it difficult to experience joy in the activities that typically make you happy? | Yes | No |
| 7 | Do you feel disconnected from others? | Yes | No |
| 8 | Are you more irritable than normal? | Yes | No |
| 9 | Is it more difficult for you to get things done (either at work or at home)? | Yes | No |
| 10 | Are you quicker to anger than usual? | Yes | No |

After you've had a chance to review your answers to this quiz, take time to reflect on the following questions.

① Did any of your answers surprise you? In what way?

② If you feel that you're either close to burnout or in complete burnout mode, what actions do you believe you need to take immediately to restore your mental and physical health?

Exercise 3: 100 Day Action Plan

Planning plays an important role in your productivity and effectiveness. Use this template to help you organize your calendar for the next 100 days so you can build habits around how you can be more focused and effective. This template is especially helpful if you feel overwhelmed by projects at work and want to get organized so you can balance your priorities effectiveness.

- ① My top three priorities for the next 100 days are:
1. _____
 2. _____
 3. _____

- ② In addition to focusing on these priorities, the following activities are ongoing and important for me to incorporate into my routine:
- _____
- _____
- _____
- _____

Activities

WEEK 1

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

Activities

WEEK 2

Day 8

Day 9

Day 10...

Exercise Example

① My top three priorities for the next 100 days are:

1. *Completing Company X's Project*
2. *Preparing for a half marathon*
3. *Organizing a fundraising event*

② In addition to focusing on these priorities, the following activities are ongoing and important for me to incorporate into my routine:

Responding to coworkers, leading my team, running my household, asst. coaching daughter's basketball team, "life administration"

Activities

WEEK 1

Day 1 - *Meet with Company X to define project scope*
- *Run 2 miles*

Day 2 - *Meet with fundraising committee*

Day 3 - *Assign roles for fundraising*

Day 4 - *Run 3 miles*

Day 5 - *Host team building event at work*
- *Run 4 miles*

Activities

Day 6 - *Coach Lily's game*

Day 7 - *Run 4 miles*

WEEK 2

Day 8 - *Provide Company X project update*
- *Run 2 miles*

Day 9 - *Reach out to local businesses to advertise and/or support fundraising event*

Day 10... - *Run 3 miles*
