

BREAKTHROUGH

MOBILIZE
INSTANTLY
TO FIGURE OUT
WHAT IS GOING ON
& WHAT YOU NEED
TO DO TO CREATE
A SHIFT



richgeegroup

EXECUTIVE & BUSINESS
COACHING

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Any Questions? Contact The Rich Gee Group:

Call: 203-500-2421

Email: info@richgee.com

Or visit our site: www.richgee.com

It's that easy.

UNDERSTAND WHERE YOU ARE & WHERE YOU WANT TO GO. THEN MAKE THE SHIFT.

TAKE THE FIRST STEP & LET THE TIDE TAKE YOU.

As they always say — the first step is always the hardest.

It's hard when everything is coming at you. Hard to think. Hard to act. Hard to react.

You're constantly focused on getting the work done — satisfying your boss, your clients . . . just keeping your job!

It's now time for you to step back and look at the long view:

Where you've been
Where you are
Where you want to go

This isn't time consuming, but it isn't easy. The only thing I ask is that you don't give into the "Executive ADD" that creeps in when we try something that is new and difficult.

"Oh, this won't work" or "Let me just put this down for a second and I'll get back to it tomorrow."

Stop doing that. Now.

Like the title to this page says: "Take the first step and let the tide take you." But don't stop.



Breakthroughs don't happen overnight,
but they aren't impossible to achieve.

We work with so many different people at many different stages of their career. Over the past 20 years, we've found is that there are three basic steps that one needs to make a major breakthrough in their life.

We call this model: Focus—Motivate—Deliver.

MAKE THAT SHIFT IN YOUR LIFE

What your career all comes down to are three basic areas:

FOCUS The "What's Important, What's Not"
Take a step back and look at all of your options from a strategic level.

MOTIVATE The "Get Off Your Butt Attitude"
You have defined the direction, now start changing your life.

DELIVER The "Take Action" Step (and produce results)
Develop a clear plan and move forward — faster and faster.

Let's jump right into each area.



Take a step back and look at all of
your options from a strategic level.

It's hard when emotions, needs, and emergencies are spinning around in your head. Take a few minutes and begin to segment out what is important and what isn't.

FOCUS → ELIMINATES WORRY

Step 1:

Use the next page and write down all the worries, obstacles, and emergencies that are spinning around in your head in the left column named "Problems".

Step 2:

For each Problem, define its' "Size" - small, medium, or large. Ballpark it - this isn't scientific.

Step 3:

Then define the "Urgency" of each problem - low, medium, or high. Again, don't obsess about it.

Step 4:

Add the "Size" score and the "Urgency" score together. This is your "Priority" score.

Step 5:

Rank the "Problems" from high to low based on the "Priority" score.

Now you know what problems to work on and what priority to rank them.



FOCUS

PROBLEMS

List each problem
& score in
each column

SIZE

small = 1
medium = 2
large = 3

URGENCY

low = 1
medium = 2
high = 3

SCORE

Add
Size
& Urgency

FOCUS

You have defined the direction,
now start changing your life.

I hope the "Focus" section was pretty easy. Now we are at the difficult stage of taking action - which is hard because we put actual and mythical obstacles in our way.

For some people, this is the hardest section.

MOTIVATION → GET OFF YOUR BUTT

You now know "What" you need to do in the order of importance (based on size and urgency).



MOTIVATE

Step 1:

Take each "Problem" from the previous section and list them in order in the left-hand column.

Step 2:

Take each "Problem" and write what is "Holding you back" from doing something and what might "Move you forward".

Example:

Problem: Problematic team member - frequently tardy, work is inconsistent.

Holding Back: Afraid of de-motivating the person, might get confrontational.

Move Forward: If I don't take care of this, it will only get worse. It will begin to affect other team members. I need to step up and manage this situation. Now.

PROBLEMS

List each problem
in prioritized order
from the Focus page

HOLDING BACK

What are the issues
holding you back from
completing this action?

MOVE FORWARD

Who & What can help
you complete this
action?

MOTIVATE

Develop a clear plan and
move forward — faster and faster.

Congratulations! You are now in the homestretch - delivering an action plan.

DELIVER → PRODUCE RESULTS

Step 1:

Take each "Problem" from the previous section and list them in order in the left-hand column.

Step 2:

Take each "Problem" and write WHEN you will take the first action to solve the problem and state a DEADLINE when it needs to be completed. Off your desk. SOLVED.

Example:

Problem: Problematic team member - frequently tardy, work is inconsistent.

Take Action: Develop talking points for a discussion with Tom. Make sure it is based on facts and past occurrences. No emotion should be on the page. Show how Tom's behavior is affecting the entire team.

Deadline:

January 5 - Meeting with Tom.

January 5-15 - Monitor Tom's Behavior. Include HR in the process.

January 30 - Follow-Up Meeting with Tom.

DELIVER

PROBLEMS

List each problem
in prioritized order
from the Motivate page

TAKE ACTION

When is the earliest
date/time I can
take action?

DEADLINE

When does
this have to
be DONE?

DELIVER

HOW DO I WORK WITH YOU? CANDIDLY, IT'S NOT THAT COMPLEX.

FREE
COACHING
SESSION

NEXT STEPS

I hope you enjoyed this. It's a very simple, but effective tool that I share with many of my clients.

Now the hard part is over. The easy part is now up to you.

If you've gotten this far, you're probably a likely candidate for the Rich Gee Group.

I'm so sure we can make an impact, we schedule two complimentary sessions a week.

And yes, it really is an actual free session — you can talk about ANY subject that you choose. Because the only way to really know how the Rich Gee Group works is to experience it firsthand.

But even if you just want the free session and have no intention of ever signing up, no worries, because you will probably let other executives know about us, and that is of tremendous value to my team.

**Pick up the phone and make that call — 203-500-2421
(or email me at richgee@richgee.com).**

Thank you — 

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