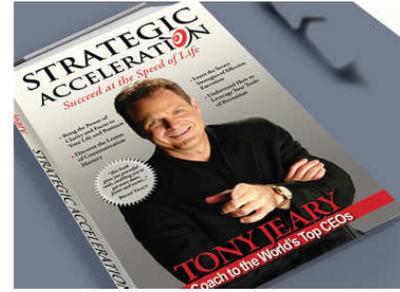


# STRATEGIC ACCELERATION

*Succeed at the Speed of Life*



## Exercise 1: Create Voluntary Change

The willingness to change plays a huge role in your ability to succeed. Voluntary change, which does not require anyone to push you or mandate that you do new things, is the kind of change you should seek. To enable smooth, low-stress change, you need to become aware of what you can *and should* change.

### *Change Audit*

Consider, then document on the following template:

1. What opportunities and choices present themselves to you daily?
2. What causes you to feel stressed or rushed?
3. What are the five most important actions you take that bring value to your business or personal life?
4. What are five actions you can either delegate or spend less time on?
5. If you spent less time on the actions in #4 and focused more on the actions in #3, what would that mean to your effectiveness?



### Change Audit

<p><b>1. My daily opportunities and choices:</b></p>	
<p><b>2. My stressors:</b></p>	
<p><b>3. Top 5 most important actions that bring value to my business or personal life:</b></p>	<p>1. 2. 3. 4. 5.</p>
<p><b>4. Top 5 actions I can either delegate or spend less time on:</b></p>	<p>1. 2. 3. 4. 5.</p>
<p><b>5. If I spent less time on the actions in #4 and focused more on the actions in #3, that would mean:</b></p>	



**Change Audit: Example**

<p><b>1. My daily opportunities and choices:</b></p>	<ol style="list-style-type: none"> <li>1. <i>What to put in my daily schedule</i></li> <li>2. <i>Family/personal vs. business time spent</i></li> <li>3. <i>Time for personal development</i></li> </ol>
<p><b>2. My stressors:</b></p>	<ol style="list-style-type: none"> <li>1. <i>Planning meetings – chasing down individuals and finding common time</i></li> <li>2. <i>Interruptions when I am working</i></li> <li>3. <i>Badly planned, time-wasting meetings and conference calls</i></li> </ol>
<p><b>3. Top 5 most important actions that bring value to my business or personal life:</b></p>	<ol style="list-style-type: none"> <li>1. <i>Following up regularly with potential clients until they become actual clients</i></li> <li>2. <i>Exceeding my clients' expectations, which creates long-lasting client relationships</i></li> <li>3. <i>Continuing to develop my skills and offerings</i></li> <li>4. <i>Balancing work and family life</i></li> <li>5. <i>Creating and sticking to a schedule</i></li> </ol>
<p><b>4. Top 5 actions I can either delegate or spend less time on:</b></p>	<ol style="list-style-type: none"> <li>1. <i>Planning meetings</i></li> <li>2. <i>Creating agendas</i></li> <li>3. <i>Recovering from interruptions</i></li> <li>4. <i>Wasting time on non-essential activities</i></li> <li>5. <i>Staying late to finish non-critical projects</i></li> </ol>
<p><b>5. If I spent less time on the actions in #4 and focused more on the actions in #3, that would mean:</b></p>	<p><i>More time to: follow up with clients, spend time on personal development, and increase family time. Less stress from wasted time or inefficient meetings. Increased revenue.</i></p>