

NAME: _____

1) One Minute Mindfulness

MINDFULNESS: Being _____ to what’s happening here and now

Releasing _____ and feelings that keep you from this present moment

Without _____ Your _____ Attention

THE SQUEEGEE BREATH

Cleaning the “Window of Your Awareness” Bringing You Back to the Present Moment

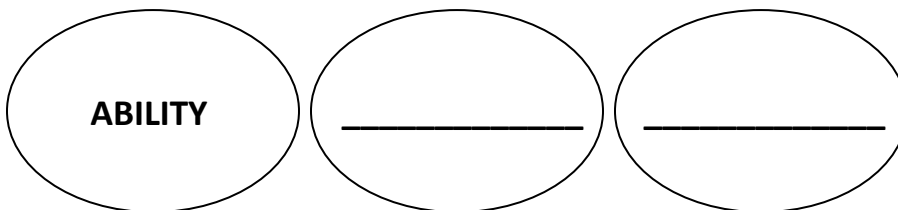
NOTICE you are distracted by _____ and feelings

- 1) Set Your INTENTION to Release and Return to the Present
- 2) INHALE up to the Top of Your Head ...
 Hold In & Count - 2, 3
- 3) EXHALE to the Bottom of Your Feet ...
 Hold Out & Count - 2, 3
- 4) SMILE and say “Ahhhh” as you breathe normally

Release any unsupportive thought or feeling as you exhale.

GIVE IT UP TO THE _____

HABIT FORMATION SCIENCE



WHAT IS YOUR TRIGGER? _____

MULTI-TASKING

Multitasking makes you _____ The “_____ Necklace” Technique

Sequential Monotasking: take a _____ breath between each task

MINDFUL ROLE CHANGES:

When you change Roles: Change your _____

Use these Role Changes as a Squeegee _____

MINDFULNESS & LEADERSHIP

Leaders Create _____

SqueeGee Breath In & Out of

Team Huddles --- Staff Meetings

Any _____ Debrief --- Any _____ Conversation

Let's take a deep breath and let go of _____ that does not need to _____ right now.

When you put your Leader Hat on, notice two sets of opportunities:

1) Say _____

2) Ask a _____ (instead of giving an _____)

ALWAYS REMEMBER: Practice makes [_____]

What did you learn?

What will you now do differently?

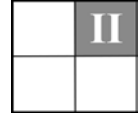
When?

2) Balance and Boundaries

THE 800 LB. GORILLA

Work – Life Balance is not a Problem. It is another _____

Recognize your _____



THE OFF SWITCH -- YOUR BOUNDARY RITUAL

A _____ practice at the boundary between work and home

Your Role Model is Mr. _____

What is Your Boundary Ritual?

TWO BUCKET LISTS

1) Your Big Bucket List:

Which ones survive the Bucket List Bullcrap Detector? Circle them.

2) Your Weekly Bucket list

Which one do you want to start with? Circle it.

2) Balance and Boundaries

THE SCHEDULE HACK

All you need is a Paper _____ and your _____

ALWAYS carry your _____ Calendar

Practice the two letter magic word of Life Balance. That word is _____

DATE NIGHT SECRETS

_____ a month Minimum !

First action on any Date Night is to _____

Go for 6 !

TAKE A TWO WEEK VACATION

Year at a Glance Calendar Block it off _____ Buy the tickets _____

Always have a Vacation On Your _____

Don't _____ Patients for 2 days _____ and _____ your vacation

While on vacation don't _____ your phone or _____ your _____

REMEMBER PLATE SPINNING

Implement just _____ tool at a time

What did you learn?

Which tool will you implement first?

When?

3) Physician Leadership Power Tools

3) Every project must have a _____

So you can keep score and find opportunities to _____

4) Awareness of stress

Know when to Push and when to _____

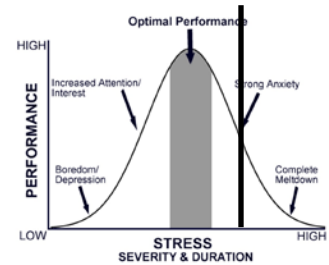
5) Recognize and deal with Dilemmas

Keys to Addressing a Dilemma

Stop wishing for a Solution Develop a _____

And a _____ for monitoring your strategy

Schedule a cadence of _____ and adjustment



IMPLEMENTATION KEY:

The Plate Spinning Theory of Leadership Development. One _____ at a time

What did you learn?

What will you now do differently?

When?

Recommended Reading:

“First Break All the Rules”- keys to building high performance teams

“The Speed of Trust”- strategies to build trust in all your relationships

“Tribal Leadership” – how to bring your whole team to a new level of engagement

“Everybody Matters” – the maximally supportive team environment. Treat everyone like family.