

Important Things (to stay aligned)

Worksheet

What's important to you?

And when did you last re-visit what's important to you, or to your team?

The better you know what's important to you the better you'll be able to live authentically and realize your true self. Equally, the better a team is aligned on what's important to them, the more aligned and hence the more effective their work will be.

Easy to say, right? But how often do you really do it for real?

Let me guide you through a simple exercise that will help you radically clarify what is REALLY important to you so that you can move through 2025 in alignment with what really matters to you.

The process is equally applicable for you as an individual, for you as a team leader as for your leadership team.

STEP 1. Quick & Easy

In the spirit of psychologist and Nobel Prize winner Daniel Kahneman, we want to use both our modes of thought, and we start with 'system 1'. The benefit of system 1 is that it's fast, it's instinctive and it's emotional.

We want to engage it first to make sure we catch those spontaneous, sub-conscious things that spring to mind 'without thinking'. You could say we do that to get it out of our system. We write it down to not lose these fast, fleeting thoughts.

Don't let this step take more than maximum 2-4 minutes.

If you are a deep thinker this step may feel flaky and superficial, not grounded enough. Bare with it, you'll get the chance to go deeper, so stop resisting and trust the process of catching those fast thoughts.

STEP 1.5 Take a break!

Get up, do something else, grab a coffee, chat with someone (about something else), this way allowing new moving energy to come to you.

The human brain and the human body collaborate perfectly, and the body movement stimulates new thought processes instantly. See it as a computer re-start amd sit back down with a fresh perspective.

STEP 2. Slow & Deep

In step two we activate Kahneman's 'system 2' to ensure getting to the slower, more deliberative and more logical thoughts. This is where we dig deeper, think harder, ponder, look out the window and contemplate, letting deeper thoughts come up. If you're a fast mover this can feel a lot like procrastination, but stay there, it pays off and is definitely not as non-actionable as it may seem at first.

As you think, write down your thoughts. The written word helps us to focus, to become more specific and clearer.

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STEP 2.5 Take a longer break!

Get up, do something else, but longer this time, maybe lunch, a walk, a meeting about something totally different?

You want to fully let go of the exercise.

STEP 3 Second guess yourself

Go back to your work sheet and take a look. Go through the things you have written down as your important things. Consider both the fast and the slow list, compare notes.

Does it make sense? What's missing? What shouldn't be there?

Spend a little while reviewing so that you get to a point where you feel comfortable the things that are important to you are represented.

STEP 5 Circle & Kill

And now, it's time to circle, circle, circle, and thereby to kill, kill, kill.

Circle or highlight the things that are the most important to you, the ones that you value the most, the ones you are not willing to compromise on. Use both the fast and the slow list, see them as one.

This may be a challenging step, find a strategy that works for you, maybe it's to start with identifying your top ones, maybe it's to start with excluding your least important ones: Use a strategy that works for you in other contexts, e.g. choosing food off a menu, how do you go about it?

Continue till you've killed $\frac{3}{4}$ of your list, or circled $\frac{1}{4}$ of your most important things.

STEP 5.5 Take a break!

Just a quick one, you know the concept, get up to refocus!

STEP 6 Star gazing

For the last step, go back to your Circle & Kill list. Does it still make sense? Is there something you need to rethink?

And now, for the remaining circled things: Which three stand out to you? Which among them are your absolute stars?

Write them down here and let your stars guide you



Et voila, you have finished the exercise.

What do you think this would look like for your team?

And remember: what's important to you and to your team probably changes over time and with circumstances, so let this be an on-going exercise, maybe yearly, to rethink what's important to you.

Give me a call and I'll tell you how I can support you or your team to find your stars and to navigate your year effectively and in alignment.

You've got the power but you're never alone 🌟

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