

THE FRIDAY 15

Imagine the compound effect of spending a maximum of 15 minutes every Friday to review the week just past and settle on ONE key focus for the week ahead?

At GiFT631 we love simple, practical and actionable frameworks to help you and your team, colleagues and others in your network transform your performance over time!

Our process is the Friday 15 (F15). It is quick, simple, and powerful, and part of a weekly operating rhythm. All it requires is for you to schedule a 15 minute time-block in your diary and have your #whatwinnersdo journal or own notebook with you.

Let's set up and work through the activity now.

1. Look at your diary and block out 15 minutes to complete this exercise. Friday is the best day of the week for most GiFT631 clients to undertake this activity. If your rhythm is different, pick a different day. The key thing is to repeat this process once a week. Consistency is critical.
2. Turn off your phone and find a quiet space where you can focus.
3. There are 3 key components of the F15 routine, all of which are based around a simple series of questions designed to encourage you to do more of what works, reduce the impact of what doesn't, and ensure you are focused and organised around your "one thing" – your key focus for the following week
4. Answer each question in turn:

Best:

What is the best thing that has happened this week?

Why?

What have you learnt?

How do you do more of it next week?

Most Challenging:

What is the most challenging thing that has happened this week?

Why?

What have you learnt?

How do you reduce the likelihood of it happening again?

Next:

What is your number 1 focus for next week?

Why is it so important?

When have you allocated time to do it

Who's help (if any) do you need to complete it.

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Best

- What is the best thing that has happened this week?
- Why?
- What have you learnt?
- How do you do more of it next week?

Most challenging

- What is the most challenging thing that has happened this week?
- Why?
- What have you learnt?
- How do you reduce the likelihood of it happening again?

Next

- What is your number 1 focus for next week?
- Why is it so important?
- When have you allocated time to do it
- Who's help (if any) do you need to complete it.