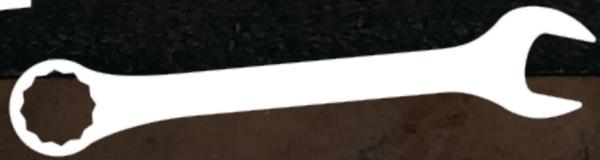


GIANT
TOOLKIT
SESSIONS



TEMPO BALANCE FOCUS

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5 THINGS TO REMEMBER FOR YOUR ROLE AS A BREAKOUT LEADER

- **Facilitate the GiANT C.O.R.E. process:** Desired interaction = Create context around their aha, dig deeper to help them own why this is their opportunity. Ask them what they should do about it? How can we make this into a simple action you can do within 7 days?
- **Facilitator NOT Teacher:** Facilitators hold space and control the environment to keep it healthy. Teachers are pushing content to an audience. You are meant to PULL out the gold that's already in them.
- **Extract learning opportunities:** Use the 5 Whys to dig to the roots of their aha moment.
- What is a win? Helping **ONE** person come to **ONE** clear & simple item to **EXECUTE**.
- **Do NOT solve their issues.** Watch out for helping them too much emotionally or intellectually. Solving their issues can take more forms than not physically doing it.

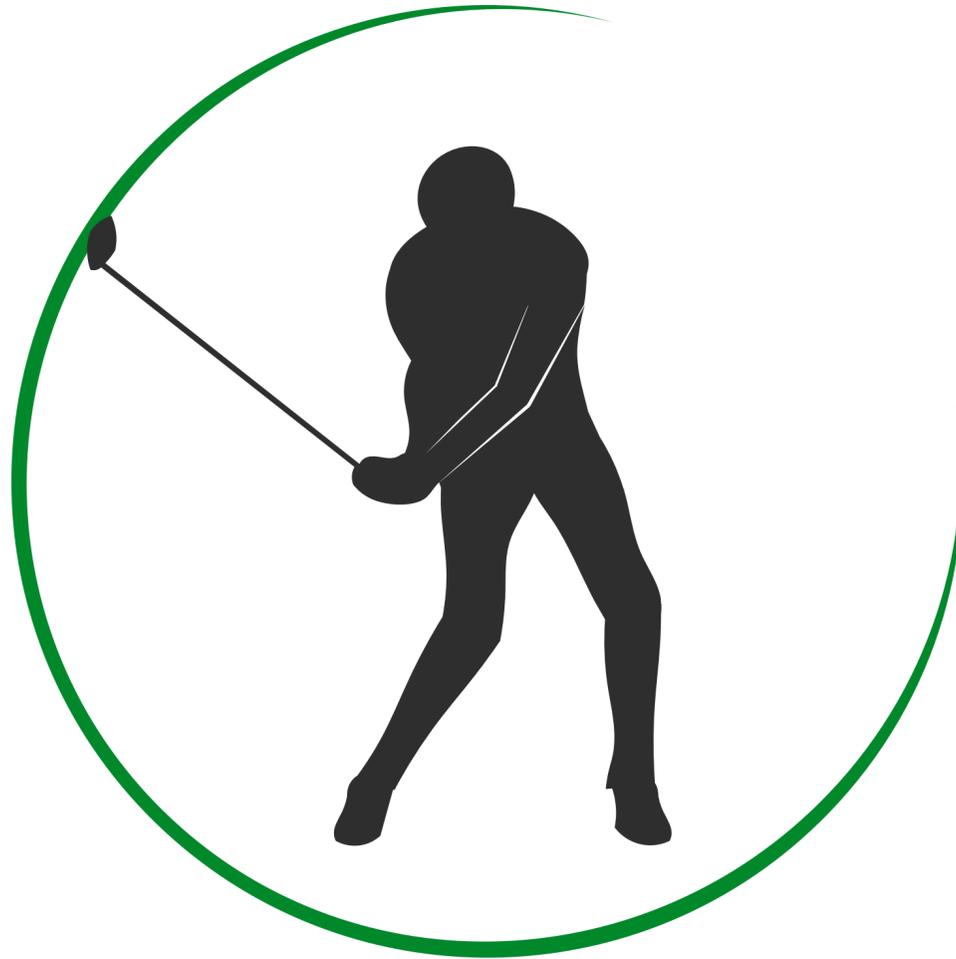
WHAT TO KNOW

- This month's tool is a helpful addition to helping people stay in gear. The conversation revolves around the concept of being in rhythm. The tool is Tempo, Balance, and Focus. Just like a great golf swing, you need to manage each of these well to perform at the optimal levels of performance and leadership.
- Tempo is about answering whether or not your current pace of work is sustainable. For example, are you in a mad man cycle, but you never really told anyone? That's just the way you normally work. Is it sustainable long term?
- Balance is around tending to your key relationships. We often find ourselves out of balance with our task investment compared to our relational investments. For example, you never hear the story about the man on his death bed wishing he had made more money. It always comes back to key relationships.
- Focus is all about keeping the main thing the main thing. Are you taking 20 steps in one direction or 1 in 20?

WHAT TO LOOK OUT FOR

- Look out for people either thinking too micro or too macro as it relates to Tempo. To really knock it out of the park, it's best to implement Tempo strategies for the calendar year and the daily activities.
- Look out for people overlooking Balance as their place to grow. It's easier to fix process problems over people problems. Call out the elephant in the room if they are overlooking being a great father, mother, spouse, partner, etc.
- Look out for specific answers to the three questions around Focus. These are pretty powerful and get to the heart of the focus issue. Clear and confident is where we want people to be in business (Just like 3 to be Key does for team members), and sometimes the possibilities in life are constricting our ability to focus and perform.
- Look for the opportunity to share your own experiences for these. I REALLY love the Tempo, Balance, and Focus (TBF) language. It has some overlap to the 5 Gears, but you seem to have more personal revelations vs. relational ahas when implementing the TBF language.

TEMPO BALANCE FOCUS



1. TEMPO: Is my work sustainable, rhythmic, and repeatable?
2. BALANCE: Are my key relationships in sync?
3. FOCUS: Am I keeping the main things the main things?

LEADING A BREAKOUT GROUP

- Re-iterate the C.O.R.E. process as our model for identifying learning opportunities and taking action.
- Encourage them to use the C.O.R.E. process with every learning opportunity that arises over the next month. Specifically, ask WHY?
- Success as a group leader equals ONE person going through the entire C.O.R.E. during the breakout session.
- Have the others on your call work through on their own and email you their action so that you can hold them accountable.
- Track your groups learning opportunities as well as their response execution plans.

KNOW YOURSELF

CALL IT

WHAT IS YOUR LEARNING OPPORTUNITY FROM TODAY'S SESSION?

OWN IT

RESPOND

EXECUTE

LEAD YOURSELF

LEADING THE CORE PROCESS

- **Call It** = To make observations and properly define the learning opportunity.
- **Own It** = Orient the person around Why this is the learning opportunity, but only around the things they can control. (Beware people looking to blame other things outside their control)
- **Respond** = Making a decision that the person will take action in a direction. (Ex. I need to become a better communicator to my team.)
- **Execute** = Articulating a clear action step that will move them in the correct direction (Ex. To become a better communicator I will meet with my top leader to apologize for being m.i.a.)

KNOW YOURSELF

CALL IT

WHAT IS YOUR LEARNING OPPORTUNITY FROM TODAY'S SESSION?

OWN IT

RESPOND

EXECUTE

LEAD YOURSELF

BREAKOUT GROUPS

Which piece of Tempo, Balance, & Focus do you struggle with the most? & why?

CALL IT

OWN IT

RESPOND

EXECUTE

KNOW YOURSELF

LEAD YOURSELF



1. TEMPO: Is my work sustainable, rhythmic, and repeatable?
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