

Slow Down to Speed Up[®]

Tools & Tactics



Liz Bywater, PhD
Strategic Advisor to the C-Suite

215.805.5551 | www.lizbywater.com | liz@lizbywater.com

Slow Down to Speed Up[®] Assessment Guide: Are You Going Too Fast?

Assessment

Rate each statement on the following pages:

1 = Strongly Disagree / Never

2 = Somewhat Agree / Sometimes

3 = Strongly Agree / Always

1. When setting goals, I look beyond the current month. ___
2. I am strategic & deliberate about where I spend time, energy, and resources. ___
3. I prioritize my most important customers/accounts. ___
4. I reach out proactively to key customers to build a strong relationship. ___
5. I identify future needs and develop new solutions for my customers. ___
6. I set clear expectations with customers about when and how to reach me. ___
7. I reflect on past successes to guide how I work in the present. ___
8. I reflect on past failures to develop more effective approaches. ___
9. I build in time to meet proactively with my cross-functional colleagues. ___
10. I can readily identify my top 3 priorities. ___
11. I quickly determine whether a task should be handled personally or delegated. ___
12. I feel in control of my inbox, texts and voicemails. ___
13. I focus my attention on the factors I can control. ___
14. I enlist my manager for support when needed. ___

15. I share successes with the team so they can learn, adapt, and replicate. ___
16. I discuss challenges with the team to generate ideas and support. ___
17. I prepare thoroughly for important customer conversations. ___
18. I act as a trusted advisor to my customers, not an order-taker. ___
19. I feel energized and optimistic about my job. ___
20. I enjoy my work most days. ___
21. I have the best possible talent on my team. ___
22. I am available to guide, mentor, and assist my team. ___
23. I hold my team to a high level of professionalism. ___
24. I model positivity and optimism to my team. ___
25. I set clear performance expectations for each member of my team. ___
26. I provide real-time feedback so my team can improve rapidly. ___
27. I help my team focus on opportunities more than challenges. ___
28. I know exactly what it takes to succeed this year. ___
29. I feel calm and in control most of the time. ___
30. I protect personal/family time from continual work intrusions. ___

Scoring & Reflection

Total Score —

Reflection:

Review the assessment. Which items were most relevant, interesting, important?

- Which of the above received a score of 3?
- What is the impact/value? Why is it important?
- Which of the above received a 1?
- Why does it matter? What's the impact?
- What is holding you back (why not a 2 or 3)?
- What is the value of getting to 3, and what will it take to get there?

61-90: You're moving at a great pace... keep it up!

Impressive! You are balancing speed and efficiency to drive outstanding results and ensure sustained success. You're positioned to thrive. You are doing the right things, at the right times, and making truly strategic decisions.

Why not protect time to now teach others on your team and across the organization? You'll all be better off as a result.

Don't forget to re-take this assessment regularly, to confirm whether you are being sufficiently thoughtful and deliberate yet still going fast enough (at the right times, in the right ways) to get the results you want!

46-60: Ease off the gas pedal... at least some of the time.

You're on your way to mastering the Slow Down to Speed Up™ philosophy but there are still places where you are still going too fast and doing too much.

Pay close attention to assessment items where you've scored a 1. These are the places where you will benefit most from careful application of the Slow Down to Speed Up™ tools for success. Begin to implement them consistently.

Remember, this is all about slowing down to be strategic, prepared, and focused on getting the right things done. By slowing down at the right times, and enlisting the help of others, you will free yourself up to be more efficient, effective, and successful.

30-45: Slow down before you crash!

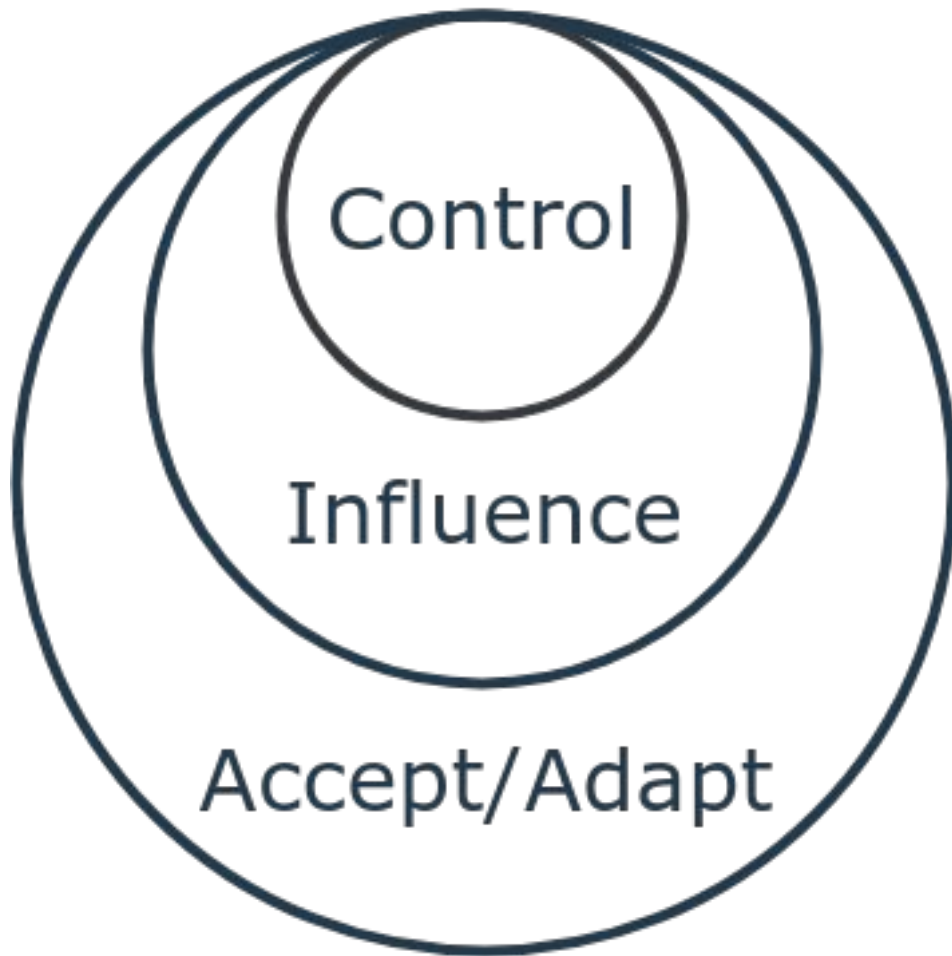
Slow Down! You're in need of a speed intervention before you suffer a head-on collision.

This is the time to determine where to hit the brakes and give yourself time to breathe, calm down, think clearly, and make deliberate decisions about where and how you will spend your time.

Review the tools in Slow Down to Speed Up and create your targeted Accelerating Success Action Plan™. Enlist an accountability partner who will help you Slow Down to Speed Up™!

Slow Down to Speed Up[®] Control, Influence, Accept/Adapt

Control, Influence, Accept/Adapt



C: Is this a situation or decision over which I have direct control? If so, how will I exert that control and what outcome do I want to achieve?

I: If I don't have direct control, can I influence the decision or outcome? If so, how can I most effectively exert that influence?

A: If I have neither control nor influence, can I accept the situation? It may not be my preference but it's the reality. What can I do, in that case, to make it more palatable, comfortable, positive and successful? What must I do to adapt? And if I can't accept or adapt... what then?

Slow Down to Speed Up[®] Priority Assessment Tool

Priority Assessment Tool

Here are five questions you can use to identify priorities (and set aside subordinate or peripheral activities). Take your time, think about it. Then rate each of the questions on your to do list per the scale below.

1. Does this activity align with my strategy? _____
2. Does this activity directly advance my top goals? _____
3. Does my manager/client/colleague agree that it is a top priority item? _____
4. Does this activity add significant value? _____
5. How pressing is the deadline? _____

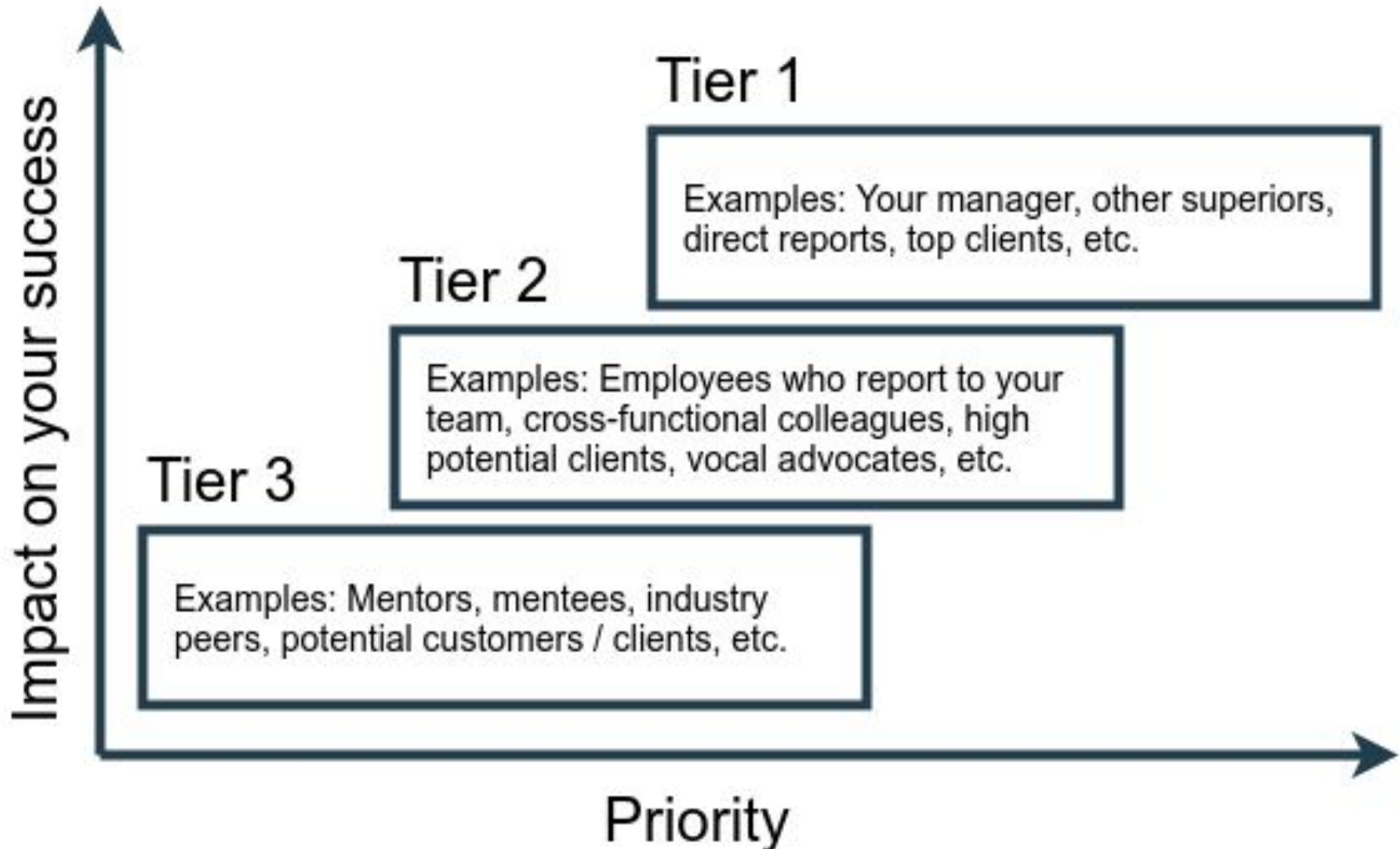
Scoring: 1 = no/not at all, 3=somewhat, 5 = yes/very

- An activity receiving a score of 4 or 5 on three to five of the above questions is a top priority.
- An activity receiving a score of 4 or 5 on one or two of the above questions is a priority.
- Everything else is subordinate and should be treated accordingly. You may choose to delay action, delegate to someone else, or take it off your radar entirely.

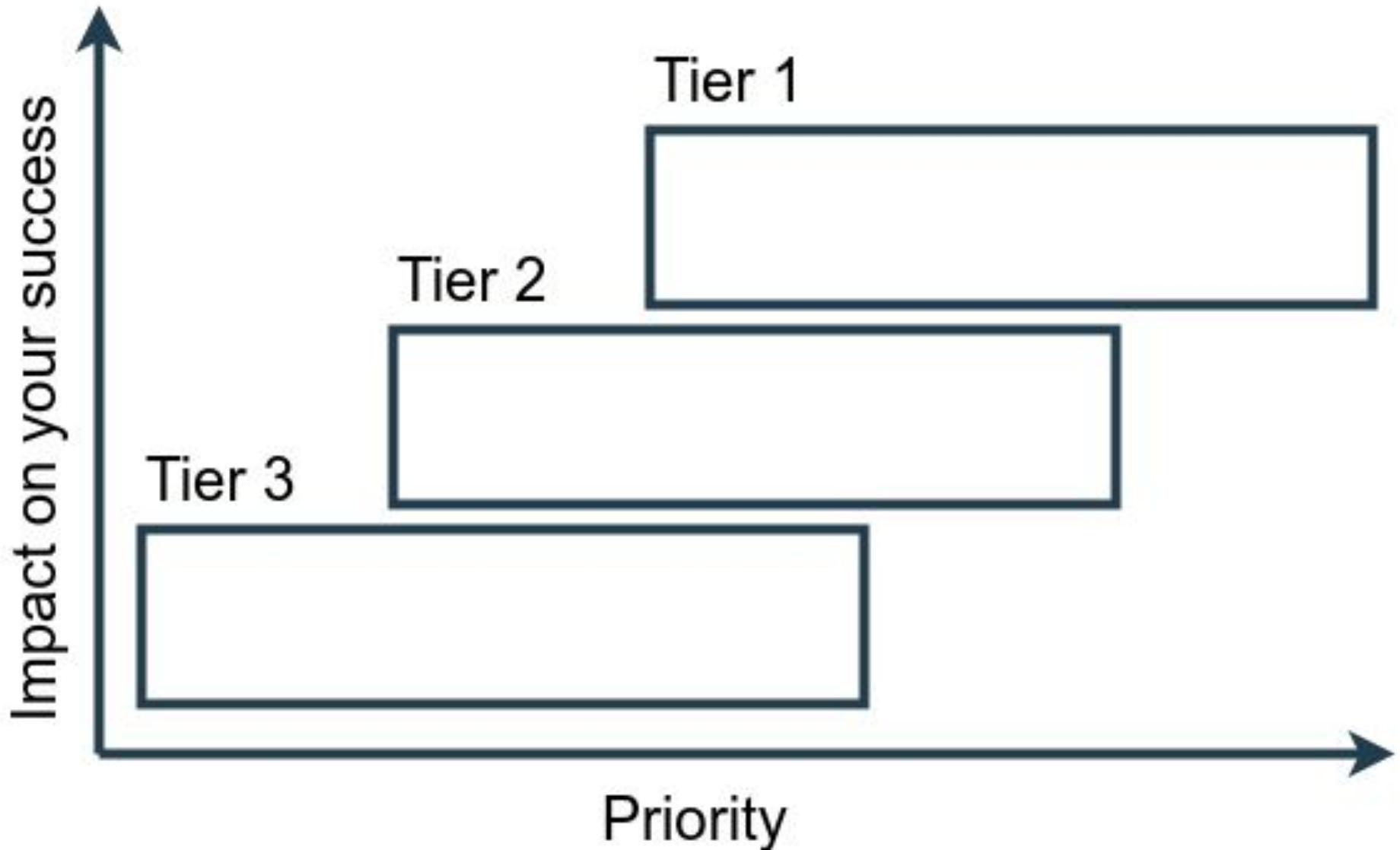
If you aren't being sufficiently thoughtful and strategic in the way you handle your workload, it's only a matter of time before the demands get the better of you. Prioritize as if your job or business relies on it. The fact is, it does.

Slow Down to Speed Up® Stakeholder Priority Plan

Stakeholder Priority Plan



Stakeholder Priority Plan



Slow Down to Speed Up[®] Accelerating Success Action Plan[™] (ASAP)

Notes

Remember to track your efforts, record your successes and develop solutions to any challenges that emerge along the way.

Print out your plan review it daily. Be sure to put it into action immediately. You can bring it to alignment discussions with your manager, colleagues and team. And it's a great idea to have your direct reports create their own action plans: focusing on having top business impact, developing leadership finesse, progressing in their careers and ensuring a solid plan of succession.

Accelerating Success Action Plan (ASAP)

Goal: What do I want to achieve... and why?	Action Steps: What will it take to achieve my goal?	Resources: What do I need, in order to accelerate success? Who/what will help me achieve my goal?	Timelines and milestones: When will I achieve my goal? What will success look like?

Slow Down to Speed Up[®] Decision Making Tools

Me / Not Me / Who?

Some activities are your direct responsibility. They belong to you.

Some things must be delegated.

Ask yourself, if not me, who:

- Has capacity for the work or an interest in the current opportunity?
- Can learn, and gain recognition from this task?

Task or activity	Me	Not Me	Who?

Now / Later / Never

If you're the right person for the task you need to determine how quickly to get to it.

Ask yourself is this:

- Really a priority item?
- Time sensitive?
- Better to defer until some preliminary steps have been taken?
- Better postponed until we've reached the next milestone?
- Action or initiative likely to have better funding or support if I postpone to next quarter, year, or later?

Task or activity	Now	Later	Never

Defer / Decline / Deflect

If you decide to say no to a specific task or request—assuming you've paused to consider whether this is the right time, place, and reason—you'll need some diplomatic language at your disposal. Your words need to be thoughtful, authentic, and credible. They should be considerate of the other person's best interests. Here are a few of the many ways to thoughtfully say no, later, or not me:

- "If this can wait 2 weeks, I can give you my full attention at that time."
- "Of course, I'd be happy to help. Let me connect you to Joe, who has the capacity and expertise to do this right away."
- "I can do this for you right away if we pause on your other project/request. Which is your top priority?"
- "I would love to help but the team is under the gun on another project. I don't want you to get short shrift. May I help connect you to another resource?"
- "What do you need to achieve, and how quickly? Let me help you find a way to meet that objective even more rapidly."

Liz Bywater, PhD



Dr. Liz Bywater is a one-of-a-kind leadership expert who works at the intersection of business and psychology. She integrates deep expertise in human behavior and organizational dynamics with her pragmatic mindset and engaging personal style to help her clients thrive in an increasingly complex world.

C-suite leaders and boards consistently enlist Liz's help to:

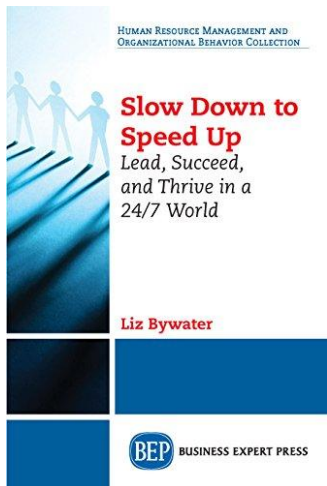
- drive profitable growth
- build remarkable customer relationships
- supercharge innovation
- increase strategic agility
- eliminate fire-fighting
- and develop highly productive collaborations amid the nonstop demands of today's 24/7 world.

Results include rapid and dramatic improvements in revenues, profitability, productivity, work culture, leadership, and more.

Dr. Bywater works with top executives and management teams across an array of companies, including Johnson & Johnson, Bristol-Myers Squibb, AmerisourceBergen, Biotronik, EMDSerono, Nike, Boeing, Thomson Reuters and more. She provides her clients with expert advice and actionable tools for success, based on more than 25 years of experience.

She sits on the Editorial Advisory Board for Life Science Leader and frequently provides leadership insights for Fast Company, FierceCEO, the NY Times, the Wall Street Journal, and other top media outlets. Dr. Bywater has also been a featured guest on CBS's Philadelphia Agenda and Marilyn Russell's Remarkable Women.

A longstanding member of the American Psychological Society and the Society for the Advancement of Consulting, Dr. Bywater has been recognized as one of the best consultants in the world. In 2018, she was inducted into the Million Dollar Consultant® Hall of Fame.



Slow Down to Speed Up: Lead, Succeed, and Thrive in a 24/7 World is a powerful new resource for leaders from the C-Suite to the front line. Filled with innovative new approaches, pragmatic tools, and real-life success stories, this book tackles the universal challenge of achieving better, faster, more sustainable results in a world of non-stop demands and constant connectivity.

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