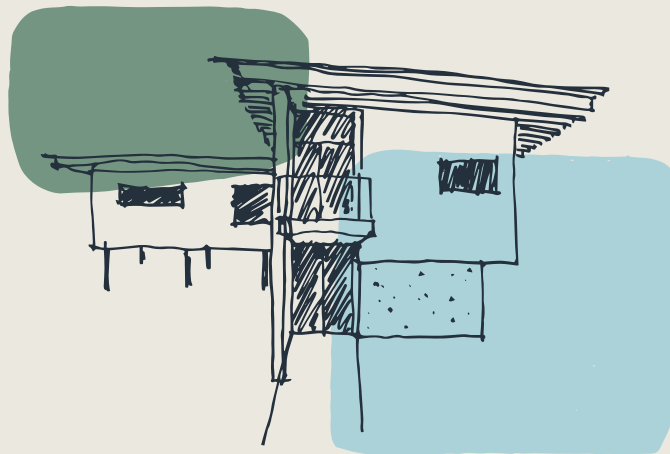




SWAY
LEADERSHIP

Build Your Leadership House



Build Your Leadership House



There is no one size fits all leader; everyone has a different leadership style like each home has a unique design style.

Our home is intended to be a space in which we can be our most authentic selves. This is the space in which we enjoy our inner lives and can also create the margin to reset if needed.

If you're someone who prefers luxury, you're not likely to have a shack on the beach.

If you love to host, you'll likely want a house with a lot of rooms. If you want to create a margin, you'll want to build a cabin in the woods.

This 3-part exercise is designed to walk you through "building your personal house" which simply means understanding & building the type of leader you are. You will reflect, create a vision, and then build; ultimately, learning the blueprint to be a successful and grounded leader. The most important question to explore while completing these exercises is, "How should I be?"

As you reflect, ask yourself, is this an extreme makeover? Am I bringing in an architect to design new? Or am I simply completing the finishing touches to suit my needs? Perhaps I am just painting the outside?

Step 1

Reflect

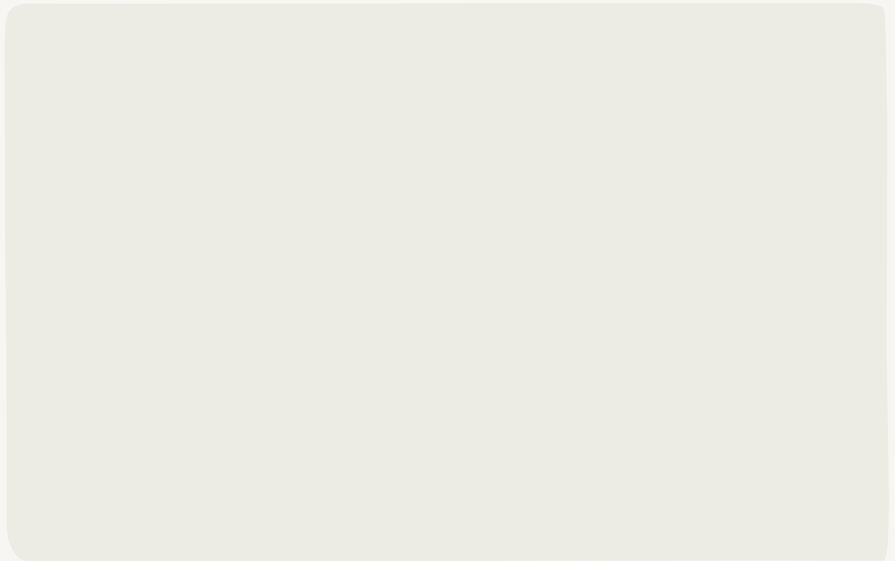


Much like building a house, we start by looking at our current situation. What about where I am living do I want to keep? What will a new home give me that I don't have now?

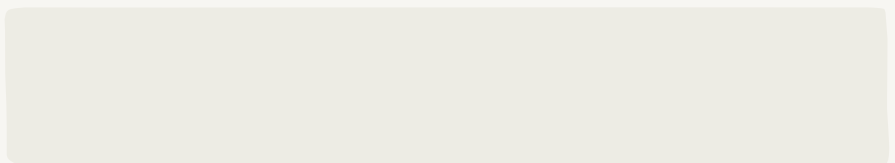


What is the current architecture of your time and rhythms?

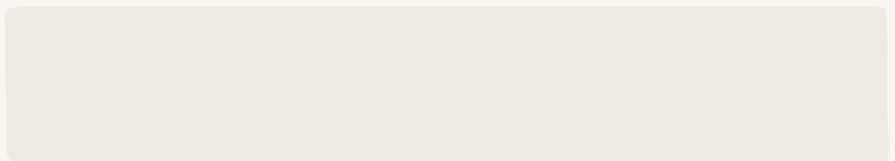
Example: I wake up every morning at 7am, spend an hour reading, get to work by 8am, work out each lunch break, and get home by 5pm. Write a paragraph objectively explaining your work and life reality.



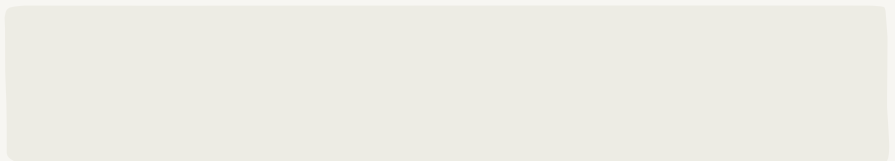
Using what you wrote above, what doesn't serve you?



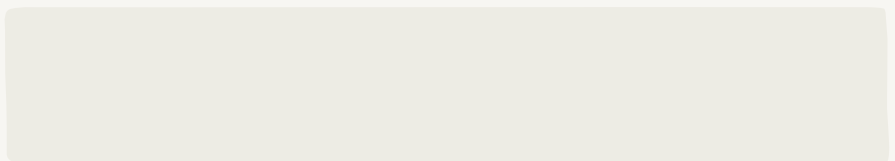
What would you like to see differently?



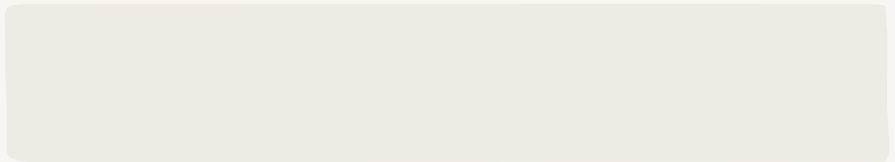
What are you most proud of?



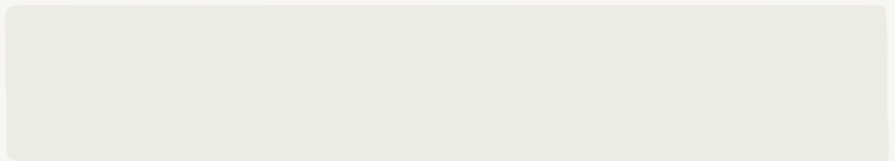
What would you like to keep?



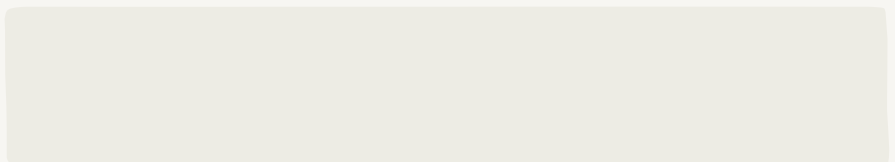
Write your personal mission statement:



Write your organization's mission statement:

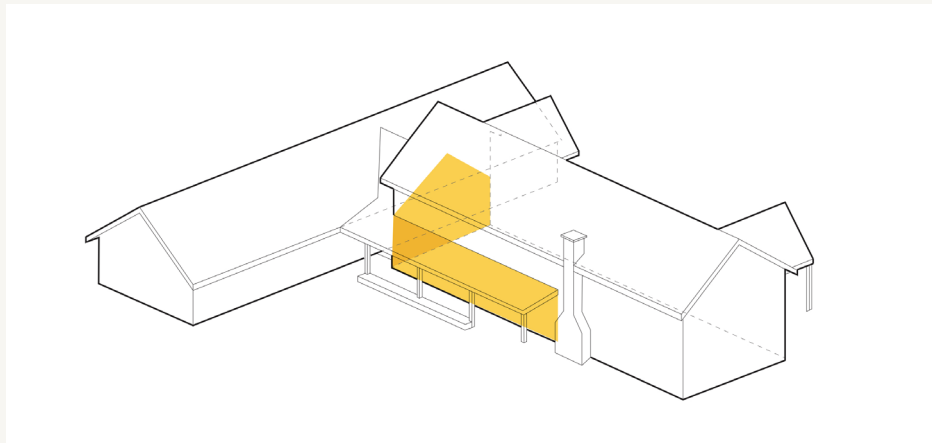


How does your personal and your organization's mission statement intersect?



Step 2

Vision



Now it's time to start sketching out your blueprints.
What type of leader do you want to be?



Fill in the chart below and write down 5 items per category. How do you want to be and what will you be doing. These are not commitments, just ideas. Let your mind be free to brainstorm and come up with big, world-changing ideas.

Being

What do I want to feel? How would people describe my presence? Grounded? Zanny? Humorous? Relaxed?

Doing (tangible)

How do you want to be spending your time? What are activities that give you actual joy? How do you want to serve?

5 Years

10 Years

30 Years

When I'm 108

Now that you have casted a vision for your personal life, let's do the same for your organization. Fill in the chart below and write down 5 items per category. Where do you see your company? This is an imagination exercise - think big, audacious dreams here. This is helpful in realizing the overall goal of the work you do. Bill Gates noted, "most people overestimate what they can do in one year and underestimate what they can do in ten years".

Your Role

Have you retired? Are you involved?
In what capacity?

Team

What does a successful team look like? How are they functioning?

People you Serve

In what ways are your clientele benefiting from your company's services? In other words, how is the world different because your organization exists?

5 Years

10 Years

30

When I'm 108

Step 3

Build



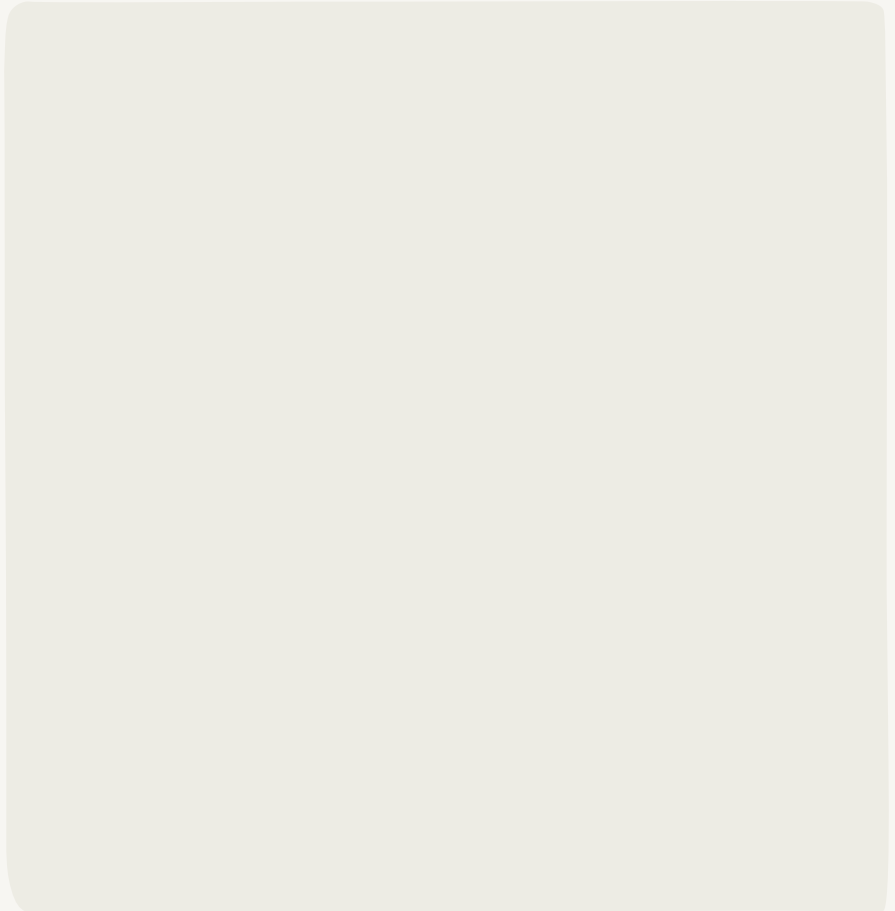
You have gathered the materials and now it is time to break ground and begin the building process.

In order to build your dream leadership home partially listed and sketched above, it is going to take strategy, discipline, and laser focus. We need to start by making sure your pillars for success are in place for your yearly rhythms. Pillars and beams are what hold the building in place to keep from collapse. Remember, the activity above is to set a trajectory - some of the items listed you may want to make into tangible goals, others are a mindset. Either way they shape the building phase.

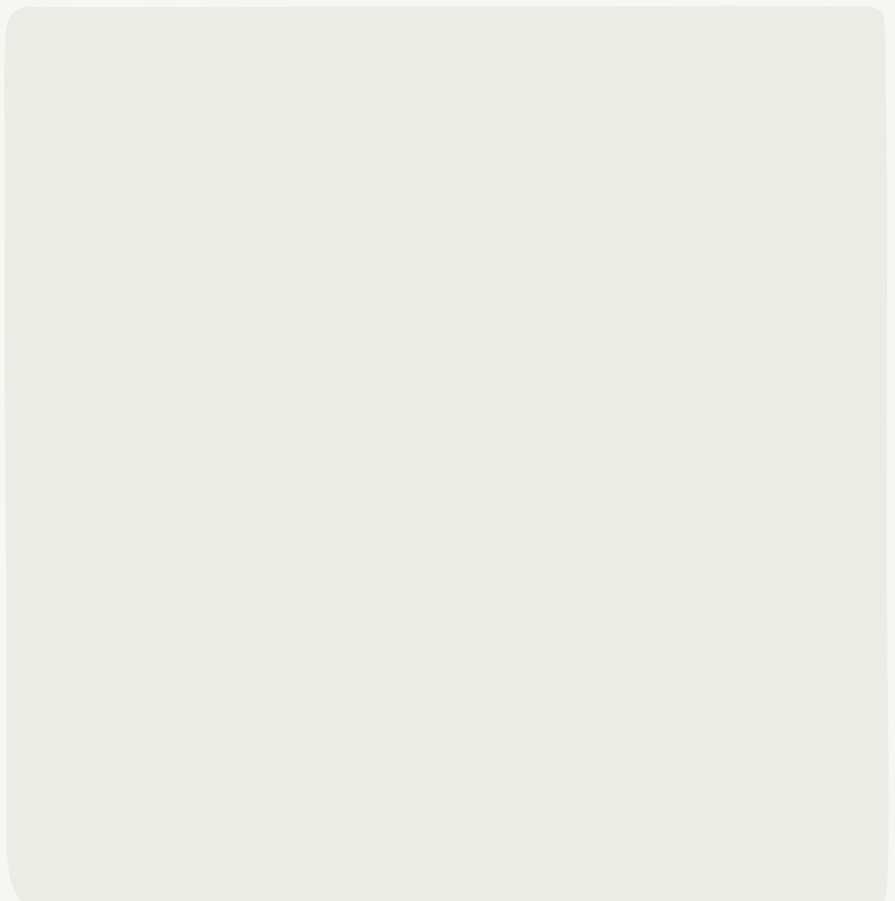


Annual

What needs to happen for your organization to function on a yearly basis?



What would you like to see happen annually?

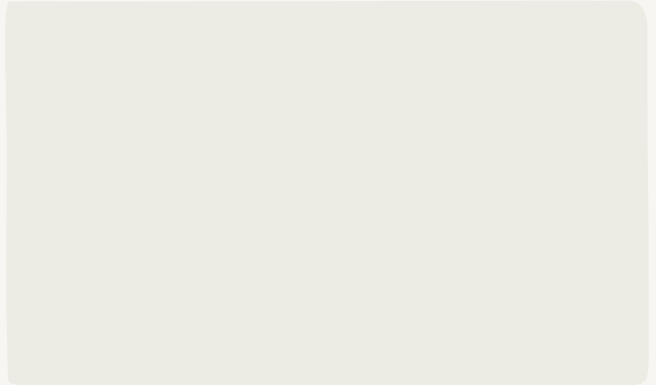
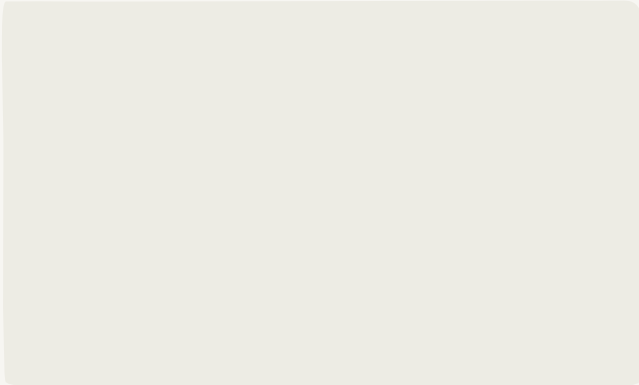


Quarterly

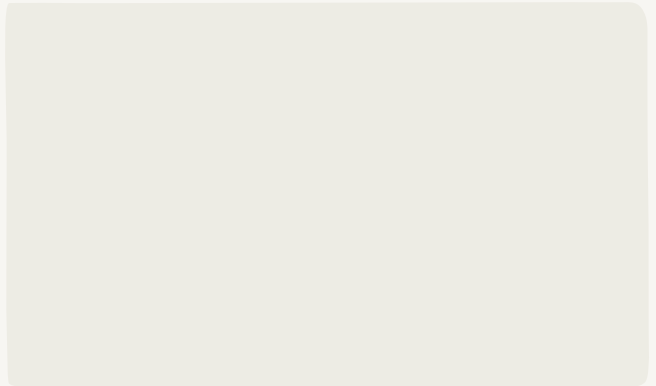
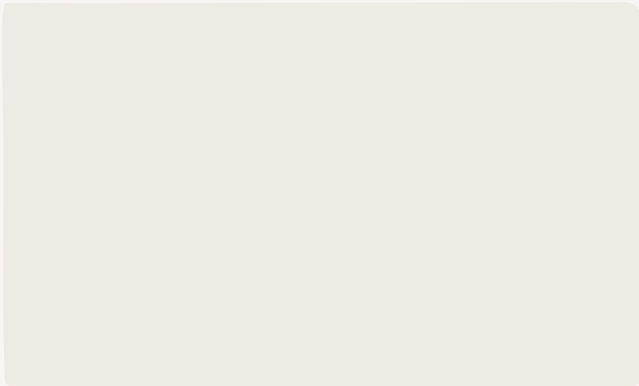
What are your markers to know you reached success?

What other quarterly markers could be worthwhile to really illuminate your organization's vision?

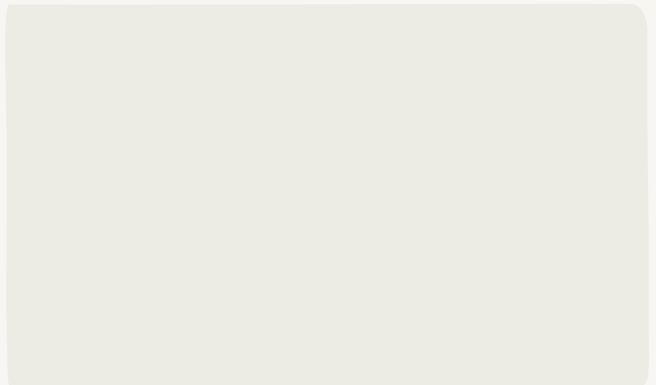
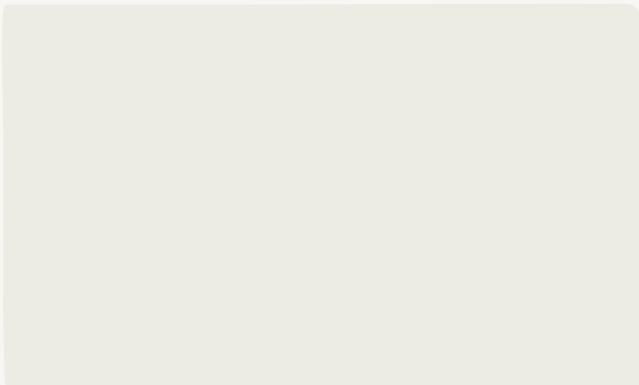
Q1 Winter



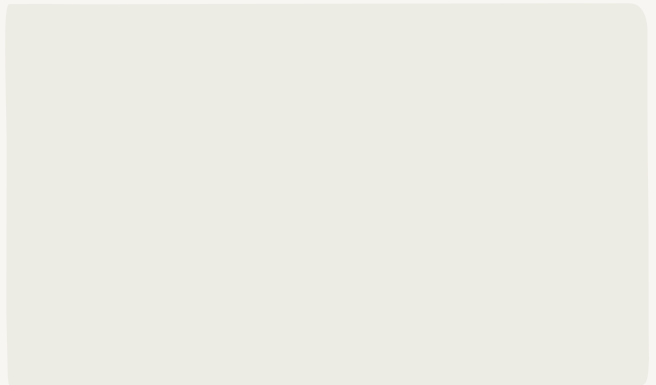
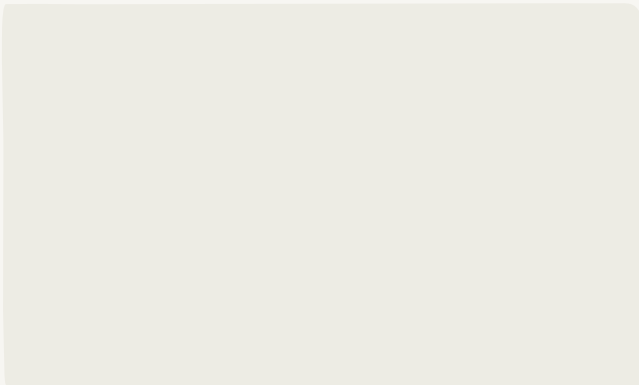
Q2 Spring



Q3 Summer



Q4 Fall



Monthly

What will need to happen monthly for you to have a successful year?

Example: Meet with a mentor, attend an event outside of your comfort zone.

Weekly

You are a human being and need to create rhythms that serve you and give you the energy and health you need to be successful.

What does an ideal week look like for you?

Where are you working from?

How are you time-blocking?

What do you need to fight to keep? How will you do that? Who holds you accountable?

Knowing what a successful week looks like for you is key for thriving leaders. Put your absolute needs on the calendar below. With weekly scheduling, keep in mind that less is more.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Example:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Power Hour Weekly Mindset Journal Block out space until 12pm	Power Hour Take a full lunch 30-minute yoga	Off-site meetings Exercise at lunch	Power Hour Take a full lunch Gym	Power Hour No meetings fridays Creative space & projects Nurture business relationships	Date Day with partner & engage in hobbies	Rest

Daily

How do you get into a centered, non-stressful mindset on the daily?



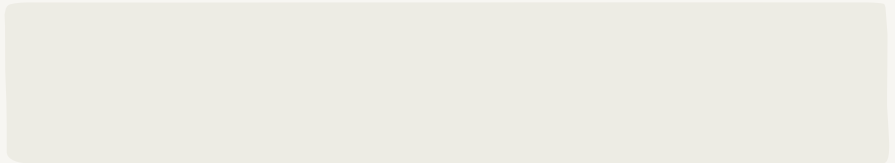
What small things can you add to give you the most ROI?



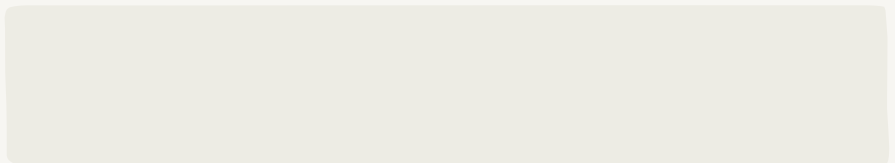
What drains you?



How can you tweak what you are currently doing to suit your needs?

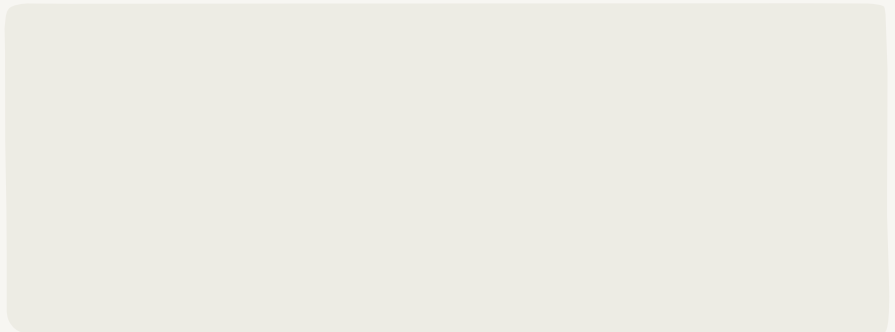


What do you need to prune?



Write at least 3 things for you to have a productive day.

Examples: journal M-F before opening my inbox, turn off my smartphone during 8pm - 9am, meditate 10 minutes a day after work.



Happy Building!



This workshop is designed to be accompanied by a Sway Leadership Coach. We are here for you during this process as you step into your fullest leadership potential.

