

# CUE management - A Powerful Self Management Tool

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| # Episode       | 5                                                                                                                 |
| ▼ Pillar        | Leadership                                                                                                        |
| ≡ Description   | A simple and powerful self organization method perfected over a 30 year period to make leaders organized quickly. |
| ≡ Spiritual Key | Stewardship                                                                                                       |
| ▼ Season        | Season 1                                                                                                          |
| 📅 Date          | @February 15, 2023                                                                                                |
| 📎 Slides        |                                                                                                                   |
| 📎 Solo Guide    |                                                                                                                   |
| 📎 Team Guide    |                                                                                                                   |

## Intro

Find time for the significant not just the important. You can be creative and organized. To do that, you need a system you trust to free your mind. You can grow your reputation for doing what you say when you say you will do it.

## Concept:

Paper is the control

Technology is the tool

## CUE

- Capture to-dos and key information

- Use the system consistently so that you start to trust it
- Enhance the system using Kaizen

## **Dos and Don'ts**

- Have only one source
- Your mind needs white space to help your mind map where things are on the page
- Create spaces for mind mapping - need to be free to leave white space
- Right Page - active notes
- Left Page for Contact info (top), Money (middle), Ideas (Bottom)

## **To-Do List**

- Every Monday morning create a new to-do list on a new page
- Place items you want to complete for THIS WEEK
- Transfer incomplete To Dos from last week to the new list.
- When transferring ask: Can I:
  - Delete this?
  - Delegate this?
  - Delay this?
  - Automate this?
- One to-do list: personal and business in one list
- Number the to-do items
- Put an "X" over the number when completed
- Circle number on the priority items

## **Left Side Use**

- Top: Contacts that you may not want to keep in your electronic contact manager
- Middle: All things money related: Write down the date, amount, who
- Bottom: Capture ideas

## Meetings

- Right side: Start a fresh page
- Top right: Date
- Top Left: Who
- Only write down decisions made: Who, what, and by when
- Circle any items that you have to do
- Directly after the meeting add these items to your to-do list
- Put an "X" over the circled items to show that you have acted on these items and do not need to review them again.

## Projects or Training Notes

- Start a fresh page
- make notes for the projects
- Circle your action items
- Place these circles items on your to-do list
- Put an "X" over the circled items to show that you have acted on these items and do not need to review them again.

## Lists

- Start a fresh page
- Dog ear that page
- Lists are for weekly or monthly tasks
- You do not add these items to your to-do list
- Examples:
  - Monthly steps for billing customers
  - Packing for a business trip

## Kaizen

- Tiny improvements every day
- Try to avoid large reorganization
- Tiny incremental changes over time will transform your performance
- Kaizen is a lifestyle
- Fix the flaws as you find them. Do not use flaws to trigger a complete re-organization