

Worksheet

The Edge Team Training

Module 5- Session 1

Self Evaluation

EXERCISE 1.

Ask each team member to identify how they would rate their ability [1-low 9-high].

- The ability to quickly master hard things.
- The ability to produce at an elite level in terms of quality and speed.
- The ability to focus intensely without distraction.

Step 1. Start Batching

Reduce switching costs and reduce mental fatigue.

EXERCISE 2.

ASK EACH MEMBER: Follow up from the last week: How did your batching of similar tasks go?

ASK EACH MEMBER: What can you do to improve the batching process?

Step 2: Start Deep Work

Setting up Deep Work Session

EXERCISE 3.

1. **EACH MEMBER:** Pick a 4-hour slot (1 bucket) for this week so that you can do deep work. Try different times of the day or days of the week. Do you feel you have found your sweet spot – when your energy is at the highest? Which day did you choose?

2. Are you using high energy times to do low-energy (shallow) work? If so, what can you do to be kind to your mind and change it intentionally?

Step 3: Make it Permanent

Tips for Managing Distractions

Here is a checklist to help you manage your deep work:

- Manage distractions
 - Distractions – use CUE book to keep you focused.
 - Estimation. Incorrectly estimating the time a task will take.
 - Patience. It takes 40 mins on average to get into a deep work state.
 - Permission. If you are in the zone, extend the deep work session.
- General Work. If a bucket ends early, then it becomes General work.
- Flexibility. Move buckets around as you need them and work for you.
- Culture. This only works if we all understand what we are doing with deep work and we have permission to respond to the team after the deep work is over.