

HOW TO CREATE A ROUTINE, LEVERAGE TECHNOLOGY AND DELIVER RESULTS

Learn to ride the techno change wave,
staying adaptable, yet focused.

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Pandemic – Great Resignation

Hybrid workplaces – Great Talent Reshuffle and don't forget Singularity

Our global economy and the convergence of multiple technologies may have a lot to answer for right now. And two significant questions hanging over the heads of executives worldwide are.

- To what extent will governments intervene over private enterprise?
- What level of governance will be introduced as a means for checks and balances to monitor and protect as necessary before technological advances reach tipping point and humanity becomes a casualty?

What then is the fate of we mere executive mortals? What chance do we have against this tidal wave of techno change?

Just as in any tsunami, if you stand in front of the wall of water, there is a high probability that you will become one of the casualties.

What's your Survival Strategy? Is there a life raft in sight and if you can't swim in this technology flooded workplace environment, is it too late to learn how?

WAIT... instead of looking to survive among the masses, you could take the path least travelled and begin thriving?



Would you consider grabbing a surfboard instead of seeking out the life raft, learning to surf the crest and face of the wave?

Mastering the needed techniques along the way. And yes, while this approach may increase the degree of risk in the immediate short-term, it will surely present you with far greater rewards in the mid to long-term.

Enter the new era of the agile and adaptable executive leader, ready to confront and conquer this BANI (Brittle, Anxious, Non-linear, Incomprehensible) business future.

And our new heroes will have an equally new set of capabilities firmly embedded in their DNA and at their disposal.



*Learn to ride the wave
rather than be wiped out by it...*

In this eBook we will show you how establishing the correct daily routine, together with a curious and agile mindset, can set you up for long term success.

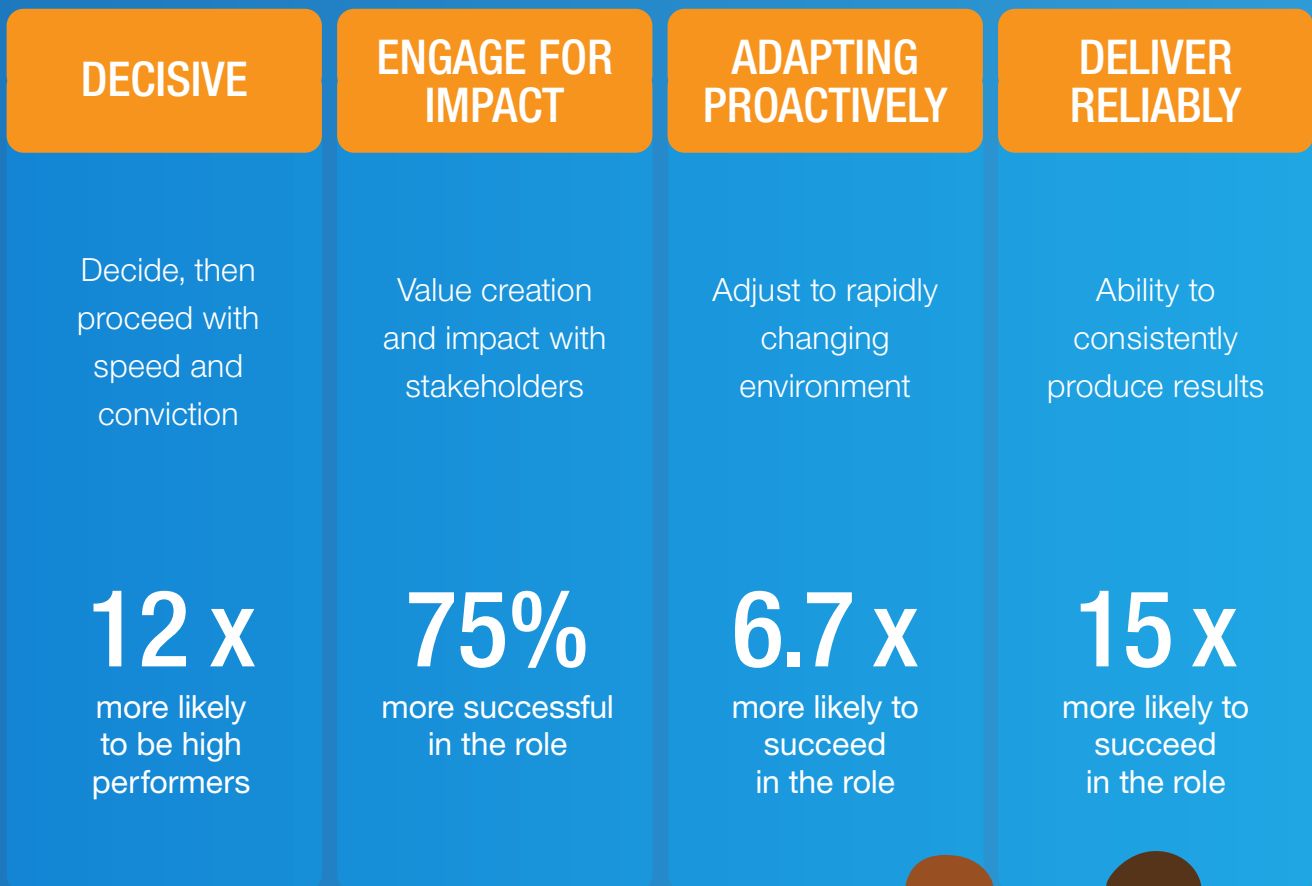
This will provide you with the adaptability required to deal with those new challenges and opportunities as they arise. In turn helping deliver the results needed to stay at the pinnacle of your game. In other words, you stay indispensable and in demand regardless of age and technology changes.

The following summary stems from reviewing dozens of research papers, articles, and books on the daily routines of modern-day, forward thinking leaders of enterprise...

Together we'll also delve into present day business apps that can become your companion on this futuristic journey...

Setting the bar with four behaviors as Our Gold Standard

In 2017 HBR published an article that reported on the findings from a 10-year study called the Genome Project. In this they highlighted four essential behaviors that set successful CEO's apart from the rest. They are;



So, we figure if the above four behaviors depict the best of the best across all industries — our gold standard if you like, then it's a fair reminder for all of us as we start this journey, that regardless of how well you refine your daily routine, there is no avoiding the fact that you also need to perform. Let's turn our attention now to the Daily Routine.



“You will never change your life until you change something you do daily. The secret of your success is found in your daily routine”

— John Maxwell

The 12 critical, non-negotiables with-in the daily and weekly routine for sustained success:

- 1 *Establish an “all occasions” daily routine*
- 2 *Harness technology and leverage it fully*
- 3 *Leverage support and collaboration with others*
- 4 *Schedule activities in blocks of time*
- 5 *Schedule the most important tasks first*
- 6 *Schedule off time, down time and growth time*
- 7 *Schedule time for personal health & well-being*
- 8 *Schedule time for family and friends*
- 9 *Schedule time for coaching/mentoring your team*
- 10 *Schedule time for strategizing and brainstorming*
- 11 *Schedule short meetings - try for 30 min chunks*
- 12 *Schedule time for dealing with communications*

Dissecting our 24 hours into

Four Strategic Blocks

These routine blocks are independent of the time that your 24-hour cycle commences – day or night. Most likely you are operating in unison with your circadian clock and living according to your work requirements.

For simplicity with our model, we'll commence our Routine Block # 2 at 5am.



7 to 8 Hours Sleep Time

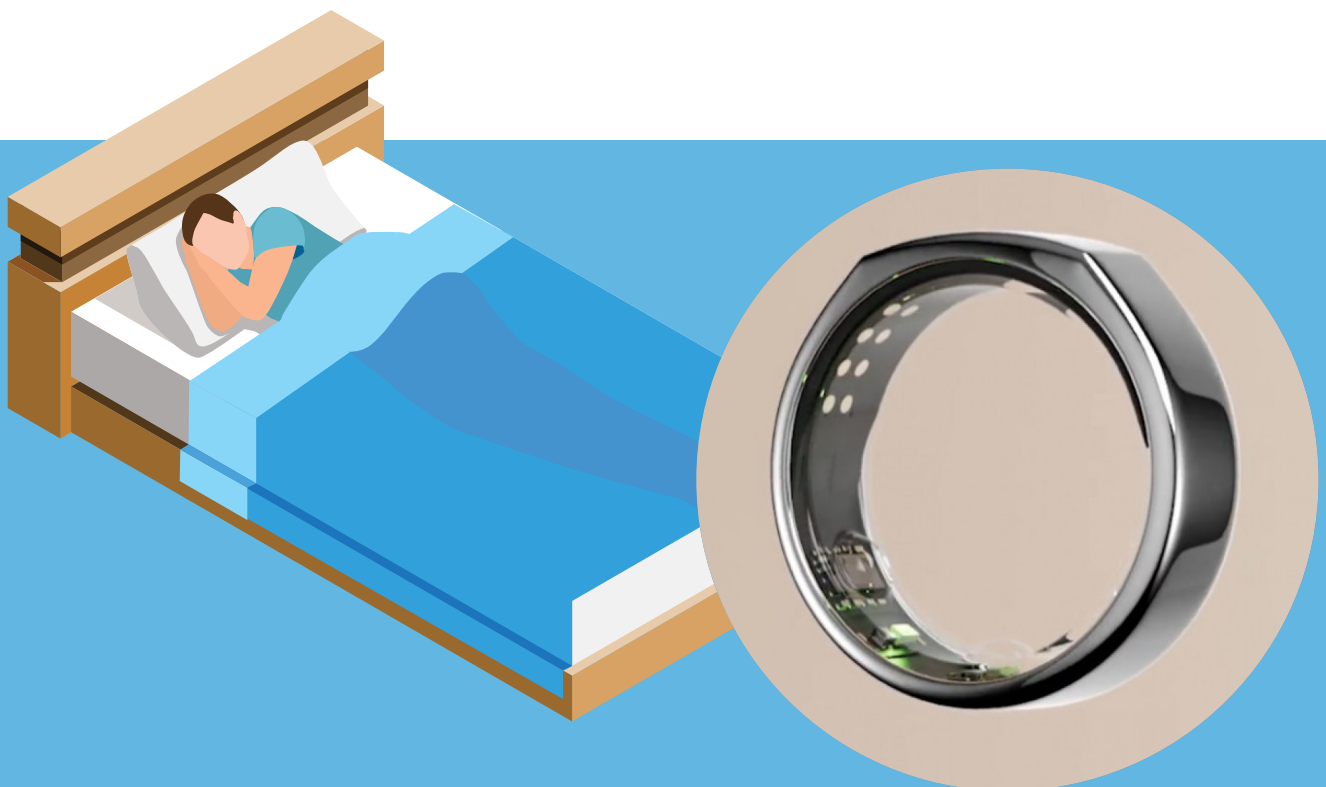
The purpose of this section is not to give you more evidence of why **consistently achieving 7-8 hours** of quality sleep is critically important. There are countless articles that can offer you guidance in this regard. Try reading these articles if you have further interest.

- NIH News in Good Health article April 2021 — *Good sleep for good health*
- Sleep Foundation article March 2022 — *How to determine poor quality sleep*
- NIH National Library of Medicine Dec 2018 — *The extraordinary importance of sleep*

Our purpose here is to introduce you to some technology that may be helpful for you **to enhance your sleep time, in order to optimize your awake time and identify those periods when you are the most alert.**

Two pieces of technology that could assist you in this regard. (no affiliation to either).

- OURA ring generation 3 — an unobtrusive and stylish method for tracking your bodily functions and sleep quality 24 hours a day, that syncs to your mobile for reporting.
- If you are more interested in the traditional Sleep apps then one that is well reviewed by experts is SleepScope which uses sonar technology to track your sleep.



OURA Ring Generation 3

1st 5 Hours After Waking

This is where we start to incorporate our 12 NON-NEGOTIABLES. And to begin let's refresh our overall purpose for today's discussion — we are about **identifying daily/weekly routines to enable you to power through challenges and seize new career opportunities** as they arise.

WELCOME TO YOUR DAILY PRIME TIME

Peak performance happens when you are alert, energized and in the zone. Where you are challenged by the task at hand but also engaged and curious to find a solution. So, during this five-hour window we are going to suggest that you maximize this opportunity by amping up your routine.

MINI-BLOCK # 1 *(90 minutes) Morning energizer*

- *5-minute* Mindfulness check-in about the day ahead
- *15-minute* Transcendental meditation – lying or sitting
- *45-minute* Exercise – 5min stretch, 15 min cardio, 20 min muscles, 5 min stretch
- *25-minute* Shower and dressed ready for breakfast

What personal technology supplements are useful to accompany you during the exercise and dressing stages of this mini-block #1 routine...

TIP # 1

...our favorite is tuning our iPad to the global news & markets...

Essentially, whatever works to provide you with a brief overview of events before you head into your busy daily schedule.

TIP # 2

It's useful to have a means for checking on your vitals (via phone, watch, ring) at the end of this 90-minute block.

Tracking this daily will provide you with immediate feedback about your readiness for the day.

MINI-BLOCK # 2 (60 minutes) breakfast of champions and transit time

Morning podcast while eating your healthy breakfast and then check in with your personal virtual assistant — whether your VA is hired from a professional organization such as *Prialto* or through a freelance agency such as *Upwork*, the support they offer is invaluable and vital.

— the important ingredient is that you can be up to date with issues and discussing your days schedule before even reaching your office.

TIP # 3

Choose your VA wisely. One that you feel comfortable working closely with and sharing sensitive information. ***Consider engaging with a person that is in a different time zone.*** This means they will be able to monitor the business for you while you sleep and be ready with updates as you start your day.

MINI-BLOCK # 3 (30 minutes) Strategizing, brainstorming, and planning

You've no doubt heard the expression — two heads are better than one. In this 30-minute block we suggest you bring your collaboration partners into the picture. We sometimes ***refer to these associates as your Personal Board of Directors.***

TIP # 4

Make sure you plan out your discussion topics to make efficient use of the time. It's also a good idea to have ***a variety of experts in your PBoD — Business, Marketing, Finance, Technology, HR, Health, Development, etc., so that each day of the week you are strategizing with a different function.***

MINI-BLOCK # 4

(60 minutes) *Tackle the most important project first*

Completing this task, clears your mind and sets up your day for success as you realize you have things under control.

Make sure you mark it as done on your daily tasks tracker.

TIP # 5

Don't spend more than 60 minutes on this task. ***Stay fast and agile!***

MINI-BLOCK # 5

(30 minutes) *Updating on Team projects - daily or weekly*

Today we operate many virtual projects with global teams. These are very dynamic and evolve rapidly, thereby require regular focus and review.

Project platforms such as *Monday.com*, *Slack*, *Trello* are three of the more popular but there are many on the market that you might choose from.

TIP # 6

Project transparency and ease of access for reviewing the projects status helps keep everyone focused and productive.

MINI-BLOCK # 6

(30 minutes) *1 x daily team project deep dive*

Choosing one project each day helps you ***stay grounded and aligned with your team.*** It also ensures they know you are there to ***offer personal support*** as needed.

One of today's BANI challenges is being ***adaptable and sufficiently fluid.*** Therefore, being blind as events are unfolding isn't a good strategy.

TIP # 7

As you reach the end of your routine block #2, it's time to pause and reset. ***Make sure that nothing is left hanging*** that needs your immediate attention.

2nd 5 Hours After Waking

MINI-BLOCK # **7** (30 minutes) Cycle “off” time

MINI-BLOCK # **8** (60 minutes) Top tasks #2 & #3

MINI-BLOCK # **9** (60 minutes) “Down” time with food

MINI-BLOCK # **10** (30 minutes) Communications — email / calls

MINI-BLOCK # **11** (90 minutes) Attend 2-3 meetings

MINI-BLOCK # **12** (30 minutes) Communications — email / calls



6 to 7 Hours Before Sleeping

MINI-BLOCK # **13** (30 minutes) *Update with VA*

MINI-BLOCK # **14** (60 minutes) *Attend 1-2 meetings*

MINI-BLOCK # **15** (60 minutes) *Communications — email / calls*

MINI-BLOCK # **16** (30 minutes) *Transit and dinner*

MINI-BLOCK # **17** (90 minutes) *Family and personal development*

MINI-BLOCK # **18** (30 minutes) *Day in review and blessings*



Conclusion and Next Steps

Establishing a daily routine will serve you well. Clearing space in your head and on your desk.

One of the most exciting elements from having this degree of clarity around the most critical activities in your day is that you're able to be agile and adaptable when needed.

This is an all-weather routine. Regardless of where you are, it is easy to maintain, and you have partners supporting you at each step along the way.

- ✓ **Routine block # 1** is critical for providing the health and vitality.
- ✓ **Routine block # 2** is critical for health, strategic direction and driving results.
- ✓ **Routine block # 3** is critical for the daily business communications.
- ✓ **Routine block # 4** is critical for family and personal development.

How does your 24-hour period function? Are you controlling your time or are events controlling you? Even more important are you forming good habits?



You can take immediate action to gain control — the choice is yours!

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This eBook is a companion to a 2-part webinar series:

**“GIVE YOUR CAREER A CHANCE BY PREPARING
YOURSELF FOR SUCCESS”**

(Part 1)

and

**“BIG OR SMALL YOU NEED TO BRING MORE VALUE
THAN YOUR COMPETITOR”**

(Part 2)

Sign-up to hear the author,

Wayne Brown,

introduce these principles in this
virtual, complimentary webinar.

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About the Author

Hi, I'm **Wayne Brown**.

I work with executives to help transform their careers by developing elite talent across four of the most critical needs for any professional today: communication, facilitation, education and coaching.

After 45 years in six companies, living on four continents and working in more than 85 cities, I've engaged with people from diverse cultures and groups, leading, facilitating and coaching thousands of executives on topics from leadership through to operational excellence.

In addition, I have experienced the rigors of starting and running businesses and companies, learning along the way through success and failure. My journey has been supported by mentors and coaches who have helped me to stay focused and dedicated to my purpose of helping others.

As a lifelong learner, I've studied through many of the world's leading institutions and have learned from incredible professors and leaders. Today, I continue to develop and grow alongside my clients as we co- create the future together. From my years of playing competitive sports, I learned early on that life is a team activity and that we cannot succeed alone. It takes encouragement, the perspective of more than one, and collective effort to reach our lofty goals.

To find out more about my personal story, visit our website, www.coaching4companies.com

