

## What is a GPS?

1. A GPS is a one-page business plan that provides focus, clarity, and alignment.
2. **G**: what is your ONE big **G**oal for the year?
3. **P**: what are your top **P**riorities to achieve your goal?
4. **S**: what are the top 5 **S**trategies for accomplishing each priority?

## Why Use a GPS?

1. Helps leaders simplify their business by getting the most important priorities on one page.
2. Coaches people to focus their time and resources on the priorities that matter most, first.
3. Ensures everyone on your team understands the organization's priorities and their part to be successful.
4. Assigns ownership to individuals for increased clarity, alignment, and accountability.
5. Provides direction on where to focus when priorities change.
6. Facilitates conversations with other leaders whose priorities may not be aligned with yours.
7. Provides a framework for how to act when priorities change.

## How to Complete Your GPS

1. Establish your ONE big **G**oal for the year.
  1. Start by asking, "Fast forward to the end of the year... how will you know if you're successful?"
  2. If it is not specific, ask "How will you know if you're successful?"
  3. If it is not measurable, ask "What specifically has to happen to achieve that?"
  4. Can you simplify it any further so people can easily remember it?
  5. Could you achieve this goal and still fail this year? If so, what changes would you need to make?
2. Identify the **P**riorities that would make achieving your goal easier or unnecessary.
  1. Rank your priorities in order of priority by asking
    1. If you could only accomplish one, what's the ONE that would make achieving your goal easier or unnecessary?
    2. Should you earn the right to accomplish a second, which would it be?
    3. Should you earn the right to accomplish a third, which would it be?
    4. Re-rank your priorities so they are in order of priority.
  2. Can any be combined into a higher-level priority?
  3. Ensure priorities are accountable (specific and measurable) by asking:
    1. If it is not specific, ask "How will you know if you are successful?"
    2. If it is not measurable, ask "What specifically has to happen to achieve that?"
  4. Identify the ONE person most responsible for leading this priority and write their name next to it.
  5. Identify when the priority needs to be accomplished by and write that next to the person's name.
3. Develop your **S**trategies.
  1. What are the specific strategies you can do to accomplish this priority?
  2. Prioritize your strategies.
    1. If you could only accomplish one, what's the ONE that would make achieving this priority easier or unnecessary?
    2. Should you earn the right to accomplish a second, which would it be?
    3. Should you earn the right to accomplish a third, which would it be?

4. Continue until your strategies are prioritized.
3. Ensure each is written as an accountable strategy by asking
  1. If it is not specific, ask *"How will you know if you're successful?"*
  2. If it is not measurable, ask *"What specifically has to happen to achieve that?"*
4. Identify the ONE person most responsible for leading this priority and write their name next to it.
5. Identify when the priority needs to be accomplished by and write that next to the person's name.

## Advanced Questions

1. What are the top three things most likely to stop you from being successful? What's one solution for each?
2. If you had to draw the line in the sand where everything above the line absolutely must get done, where would you draw it?
3. What can you say/ask when someone is asking you to focus on something that is not aligned with your GPS?

For additional resources visit [www.the1thing.com/training](http://www.the1thing.com/training)



**Our ONE Thing for the Year is....**

**Priority #1**

- Strategy 1:
- Strategy 2:
- Strategy 3:
- Strategy 4:
- Strategy 5:

**Priority #2**

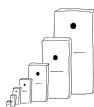
- Strategy 1:
- Strategy 2:
- Strategy 3:
- Strategy 4:
- Strategy 5:

**Priority #3**

- Strategy 1:
- Strategy 2:
- Strategy 3:
- Strategy 4:
- Strategy 5:

# Kick Ass Guide® to Creating Your 411's

1. Pick one side to start: **professional** or **personal**.
2. Make a list of the top priorities you could accomplish for the **year**.
3. **Prioritize** them
  1. *If I could only accomplish ONE, which would it be?*
  2. *Should I earn the right to accomplish a second, which would it be? Etc.*
4. Narrow the focus to your #1 annual priority make it **accountable** (specific and measurable) by asking:
  1. If result ask: *"What's ONE thing I can do to accomplish that?"*
  2. If vague ask: *"How will I know if I'm successful?"*
5. Ask: *"What's ONE thing you can do this **month** to be on track for my year?"*
  1. If result ask: *"What's ONE thing I can do to accomplish that?"*
  2. If vague ask: *"How will I know if I'm successful?"*
6. Ask: *"What's ONE thing you can do this **week** to be on track for my month?"*
  1. If result ask: *"What's ONE thing I can do to accomplish that?"*
  2. If vague ask: *"How will I know if I'm successful?"*
7. **Time block** your priorities!



# Kick Ass Guide® to Holding Weekly 411's

## Step 1: Schedule your 411s

1. Weekly recurring meeting with your direct reports for 30 minutes (ideally at the beginning of the week).
2. If in person, each direct report will print 2 copies of their 411 and bring to the meeting. One for them, and one for you. If virtually the direct report will share their 411 via email prior to the meeting.
3. Focus your conversation on the questions provided below.

## Step 2: Reflect on last week by asking:

1. What were your priorities last week?
2. How did you do?
3. How do you feel about that?
4. Based on that, what can you do differently this week?

## Step 3: Plan for this coming week by asking:

Coach them to think in order of priority by asking:

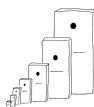
1. If you could only accomplish ONE thing this week, is it #1?
2. Should you earn the right to focus on anything else, is it #2?
3. Continue until all priorities are in order of priority.

When priorities are written as a result or vague ask:

1. If a result ask: What's the one thing you can do to accomplish that?
2. If vague ask: How will you know when you're successful?

Coach them to overcome distractions:

1. What's the ONE thing most likely to stop you from accomplishing these priorities?
2. What's a solution for that?



# THE ONE THING

## 411 Action Goal Worksheet

### MY ANNUAL GOALS:

PROFESSIONAL	PERSONAL
1	1
2	2
3	3
4	4
5	5

### MY MONTHLY GOALS:

PROFESSIONAL	PERSONAL
1	1
2	2
3	3
4	4
5	5

### MY WEEKLY GOALS

PROFESSIONAL	PERSONAL
1	1
2	2
3	3
4	4
5	5

**80% PROFESSIONAL TASKS**

- 1
- 2
- 3
- 4
- 5

**80% PERSONAL TASKS**

- 1
- 2
- 3
- 4
- 5