

Strategic Thinking Worksheet©

Areas to Strengthen	Key Aspects	Strategy	Time Frame and Milestones

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Urgent, not important items taking more than 30% of my time <ul style="list-style-type: none"> ● Interruptions ● Supervisor ● Backlog ● Meetings 	Day is so packed, I don't have the energy to argue with my supervisor about interruptions, backlog, events	<ol style="list-style-type: none"> 1. Make an appointment and review priorities with supervisor during high energy time of day 2. Implement interruption blocking 3. Deal with backlog by setting priorities, dropping less important <ul style="list-style-type: none"> ○ Work on one a day 	<ol style="list-style-type: none"> 1. By (date) 2. Try for next 14 days 3. By (date) Review by (date)
Listening Skills need improving Chronic interrupter and sentence finisher	I can focus when it's super important, but it's a struggle and too often these traits keep me from hearing what is being said	<ol style="list-style-type: none"> 1. Ask for help at home; point out when I'm interrupting 2. Practice at home 	Start tomorrow, Assess by (date)
Too focused on the immediate problem Need to look at things through a wider lens and more into the future	There are so many fires to put out all the time, it's hard to think ahead	<ol style="list-style-type: none"> 1. Put time on the calendar for strategic thinking 2. Ask more generative – what if ... questions of my team, boss, to get me thinking more strategically 3. Seek advice from my mentor 	Next month's calendar Start asking questions now