



# Team Activity

# Team Activity

## Series 5 Personal Growth and Practice Development

### Session 1 Master Yourself to Maximize Your Time

**Listen Online**  
[dst.media/focus49](http://dst.media/focus49)

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1. Make a copy of this worksheet for each team member to use.
  2. Complete the Team Activity.
  3. Fax or email one “Master Worksheet” containing your team’s collective efforts.
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## Send Us Your Master Worksheet

**Fax**  
**615-807-3301**

**Email**  
**[Champions@DentalSuccessToday.net](mailto:Champions@DentalSuccessToday.net)**

# Team Activity

## Step 1 The Mindset of Mastering Time

Welcome to your next Practice Focus Series!

Begin this activity by internalizing these perspectives on what time is and isn't.

**Time cannot be managed.**

Only your ACTIONS inside of a set time period can be managed.

**Effective use of time isn't about being busy.**

Purpose outweighs productivity.

**There are three components that make time valuable for you and others:**

1. Awareness.
2. Organization and preparation.
3. Commitment to increasing the value of outcomes.

**Awareness:**

There's no squandering or waste. Your actions are purposeful.

**Organization and preparation:**

Everything has a designated time, and you're prepared in advance to execute when that time arrives.

**Commitment to increasing the value of outcomes:**

Time is a resource you invest. Evaluate the returns you're getting from your investments and if what you're exchanging your time for has commensurate value. Via the pathways of awareness, organization, preparation and commitment, there will always be new ways in which you can increase the true value of your time, both for you and others.

# Team Activity

## **Find your sweet spot:**

Effective utilization of time isn't just about "getting things done," it's about getting things done at the time which correlates with the value of the task. High-value tasks should be completed during your highest quality time slots, and low-value tasks completed during your lowest quality time slots.

## **To increase the value of your time, consider a certain task or tasks and work backwards through the three components...**

1. Awareness.
2. Organization and preparation.
3. Commitment to increasing the value of outcomes.

## **...by answering these three questions:**

1. What's the outcome you want and the value you want to create?
2. What's the best way to organize and prepare to deliver that vision?
3. Based on the awareness of your desired outcome and vision of organization and preparation, what are your priorities?

## **Dive into crafting your answers in the next step!**

# Team Activity

## Step 2 Q & A & Share

In this step of your Team Activity, you'll be compounding on Step 1 and putting pen to paper.

Individually, answer these questions from both personal and professional perspectives.

### Your Relationship With Time

How would you describe your relationship with time in your personal life?

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### Your Relationship With Time

How would you describe your relationship with time inside the container of your roles and responsibilities at the practice?

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# Team Activity

## Your Awareness of Time

In what ways can you elevate your awareness of how you're prioritizing time in your personal life?

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## Your Awareness of Time

In what ways can you elevate your awareness of how you're prioritizing time in your professional life?

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**Pause here and take a moment to share your responses with your team.**

### Tip

Be as real, raw and vulnerable as you're able to be in this moment!

### Note

Allow some open space for feedback and dialogue.

### Remember

Your teammates may be able to help by offering fresh perspectives and / or by adjusting their workflows to alleviate blockages you're encountering.

# Team Activity

During your dialogue, was there anything that struck a chord or connected dots regarding your own relationship with, and awareness of, time?

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During your dialogue, was there anything you offered to do to help another teammate achieve health with their own priorities within the practice?

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# Team Activity

## Step 3 Commitments

Conclude this Team Activity by turning your contemplation into commitment.

Consider your won't takeaways and action steps, transforming this knowledge about time into wisdom, wisdom meaning: knowledge applied.

### Priorities and Outcomes

Professionally, what are you top three priorities and outcomes for the day?

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### Priorities and Outcomes

Personally, what are you top three priorities and outcomes for the day?

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# Team Activity

## Alignment of Actions

Professionally, what takes up most of your time during the day?

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## Alignment of Actions

Are those things aligned with your top three priorities?

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## Alignment of Actions

Personally, what takes up most of your time during the day?

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## Alignment of Actions

Are those things aligned with your top three priorities?

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# Team Activity

## Action Plan

Professionally, what'll you do to increase the value of your time and results?

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## Action Plan

Personally, what'll you do to increase the value of your time and results?

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