



G3: Leading by Prioritizing and Organizing your Day

It is often said that, “If you don’t establish priorities in your day, others will do it for you”. G3, an organizational tool designed by Growth Guru, can help you streamline your weekly and daily tasks by prioritizing what matters most.

The Problem:

Leaders today face a constant barrage of demands. Family, business and direct reports all vie for attention. Each day brings urgent requests, seemingly endless to-do lists, and complex expectations. It’s no wonder that many leaders feel like they’re stuck in a carnival wind tunnel, desperately grabbing at flying papers – some valuable, some not.

At Growth Guru, we see this reactive approach all too often. Leaders exhaust themselves trying to control everything and tackle every issue on their own. The result? Little real achievement and a whole lot of wasted energy.

Consequences of Poor Planning and Disorganization:

- **Focus on Urgency, Neglect of Importance:** Constant pressure creates a focus on urgent tasks, leaving truly important strategic initiatives unfinished or neglected. This reactive approach sets a poor example for your team, who learn to prioritize firefighting over long-term planning.
- **Stalled Growth:** When you are caught in the daily grind, it’s a struggle to provide clear direction for the business. Stuck in “doing” mode, you lose sight of the bigger picture and lack the time for strategic leadership.
- **Burnout and Disengagement:** The relentless demands can lead to burnout, leaving you feeling overwhelmed and disconnected from your original passion for the work.
- **Erosion of Trust:** Broken promises and missed deadlines on key projects damage trust with stakeholders and team members.



Suggestions from the Gurus:

1. **Use a Planning Tool like G3.** At the end of each week, take a few minutes to identify the **three biggest priorities** for the upcoming week. Why only three? Because we tend to be overly optimistic about how much we can accomplish in a given timeframe. To choose those top three priorities effectively, review your organization goals and focus on how you can best move them forward in the coming week. If you finish the three most important, you can always add more.
2. **Plan Ahead for a Successful Week.** On Sunday evening, before any other planning, connect with your family. Discuss everyone’s schedules, obligations and any help needed throughout the week. This open communication shows you prioritize them and avoids last minute scrambling. Next, focus on Monday work tasks. What three key actions can you take on Monday to ensure progress on your **three biggest priorities** for the week? Take a few moments at the end of each day to list three crucial things you need to achieve on the following day in order to ensure ongoing progress on those priorities. This will help keep you focused and prevents feeling overwhelmed.
3. **Physically Write Down the Most Important Tasks!** By physically writing (yes, with paper and pen) lists, your brain begins to work on the tasks unconsciously. Your brain is a marvelous machine. When you

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transfer information from your head to your hand, you send a coded message to the machine (brain), and like a computer, and it begins to sort through the work.

4. **Strengthen Your Network.** While you manage weekly priorities and daily tasks, don't forget the power of intentional connections! Before calling it a night, take a few minutes to consider:
- Who on your team could benefit from your support or encouragement tomorrow?
 - Is there a specific client you need to connect with? Perhaps a quick call or email to check in or offer assistance.
 - Is there any important information you need to communicate to your team or clients? Schedule a quick update or delegate tasks as needed.

If you would like more information about organizing and prioritizing your work, preventing burnout, or using the G3 method, please give us a call.

Sincerely,
Rick Faber,
Guru and Founder

 G3 – Weekly Top 3

Week _____

1. _____

2. _____

3. _____

Sprints – I Own – Ends _____

1. _____

2. _____

3. _____

Family _____

Health/Exercise Program _____

G3 – Monday

1. _____

2. _____

3. _____

Intentional Team/Client Touches

Notes/Other

Health _____

G3 – Tuesday

1. _____

2. _____

3. _____

Intentional Team/Client Touches

Notes/Other

Health _____

G3 – Wednesday

1. _____

2. _____

3. _____

Intentional Team/Client Touches

Notes/Other

Health _____

G3 – Thursday

1. _____

2. _____

3. _____

Intentional Team/Client Touches

Notes/Other

Exercise _____

G3 – Friday

1. _____

2. _____

3. _____

Intentional Team/Client Touches

Notes/Other

Exercise _____

G3 – Saturday

1. _____

2. _____

3. _____

Intentional Team/Client Touches

Notes

Exercise _____

Instructions for G3 Priorities
Take 30 Minutes on Sunday to Complete G3 weekly and Monday.

Review your Week and look ahead 6 to 8 weeks for large projects. Review Sprint Progress (On Track/Off Track) for adjustments needed. Also review Scorecard.

List all Important and Urgent Priorities. Prioritize that list. Delegate and communicate to associates, family and peers.

Spend 15 to 20 minutes each night to reset next day's Top 3.

