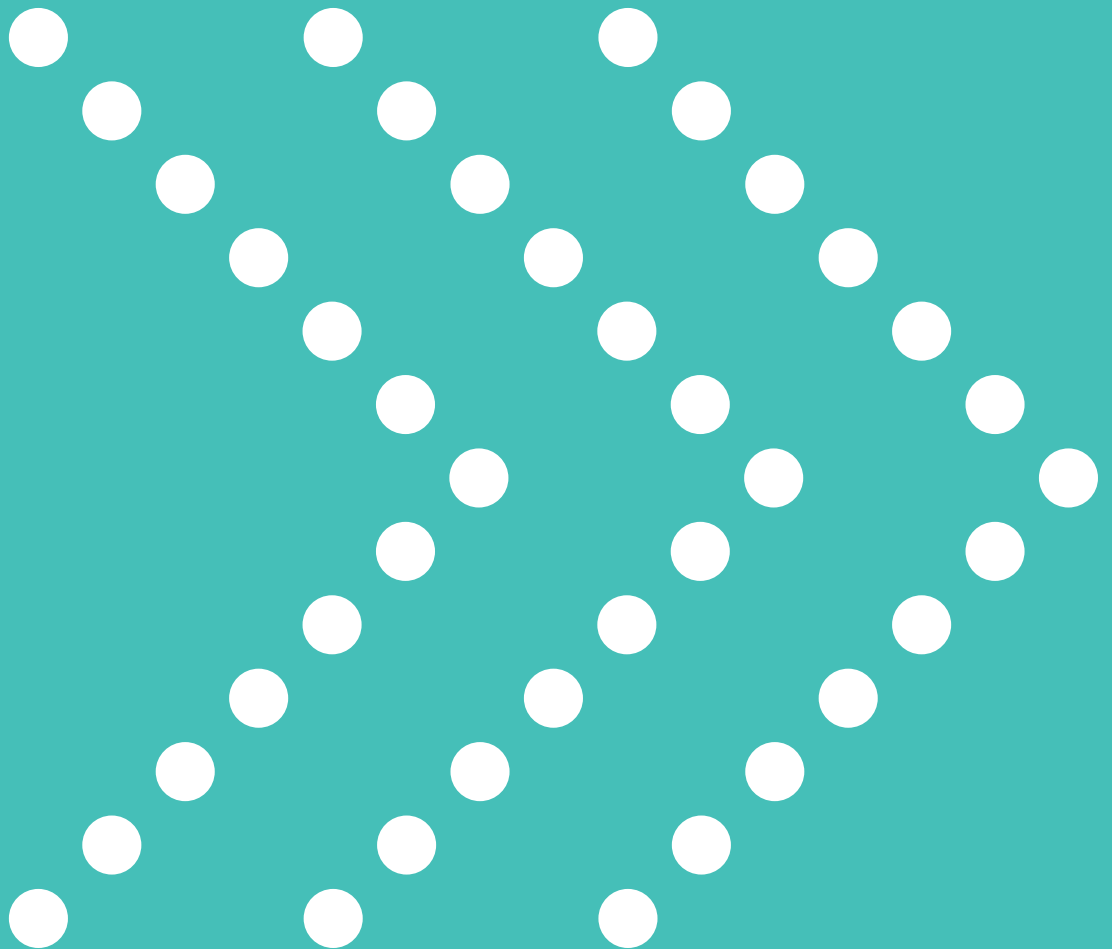


BUILDING HEALTHY HIGH PERFORMANCE TEAMS WORKBOOK

**GW
WP**



WELCOME TO THE PROGRAM!

This program is designed to help you and your team achieve success in work and in life. By helping you develop healthy habits, clarify goals, and reconnect with meaning, you will have the knowledge and tools to take your performance to the next level.

This workbook is intended to support you as you work through the Building Healthy High Performance Teams Program.

By the end of the program you will learn:

- *The difference between a team and a healthy high-performance team*
- *How to create a clear vision and dream*
- *The importance of psychological safety*
- *What it means to have a dependable team*
- *How intrinsic motivation is vital to a team's success*
- *How your work contributes to the bigger picture*

As you go through the program, you will be cued to fill out exercises in the workbook. These exercises are optional, however we encourage you to fill them out as they will help your learning and development process. We also encourage you to fill these out alongside your coworkers or team members.

There is also space at the end for you to write down notes to solidify ideas, establish your next steps, and write down any questions you might have as you work through the concepts.

Remember that we're here to help. If you have questions at any point don't hesitate to email us at coach@wellsperformance.com

I look forward to working with you!

Dr. Greg Wells



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VISION CREATION™ PROCESS

Name: _____

Date: _____

CLARITY OF VISION

What's the one thing that every incredible accomplishment has in common? A vision. No amount of talent, willpower, resourcefulness, team cohesion, or passion can overcome a poorly articulated vision of where you want to go and how you will get there. The more clear your description of the future and the more precise your plan, the greater your chances of success.

WHAT WE CAN LEARN FROM SPACEX

One of the most breathtaking examples of this kind of vision is on display in a paper titled "Making Humans a Multi-Planetary Species." It was written by Elon Musk, CEO of SpaceX, based on his presentation in late September 2016 at the 67th International Astronautical Congress, in Guadalajara, Mexico.

While Musk has at times raised eyebrows with his execution and online antics, his capacity to envision a future state and articulate the steps to reaching it is remarkable. So much so, that if we break down the component parts of his visioning exercise, we have a model that any individual, team, or organization can apply in any context.

THE VISION CREATION PROCESS

This tool is meant to help you clarify your vision, establish where you are now, identify the gaps, and outline the steps you need to take to get you to your vision.

HOW TO USE THIS TOOL

Follow the steps in this process to help you clarify your vision and map out exactly where you want to go and how to get there.

This is a continuously evolving exercise so take your time going through the steps. You might have to revise and repeat certain steps as you work your way through the process.

STEPS

Answer each question as fully, imaginatively, and precisely as you can.

1. Vision of the future

What is the tangible reality you are moving toward? Write down a specific description of the future state you intend to create, possibly with some reference to timeframe such as "Five years from now, we will have..."

Make the image so clear that everyone involved can picture it, no matter how audacious it is.

E.g. For Musk, it's making humans a multi-planetary species.

2. Current state

Where are you now? What are the particular details of the present reality in terms of money, time, resources, knowledge, and skills? What is your current state relative to your vision?

E.g. For Musk, this was the fact that the current cost of flying a person to Mars is \$10B.



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3. Problem

In general terms, what is the primary constraint that will keep you and your team from reaching your vision?

E.g. For Musk, it was the cost of a flight to Mars.

5. Stages of growth

Think of your progress toward the vision as five increments that are stages along an exponential growth curve. Map out those five steps, keeping in mind that each one builds on the stage that came before it.

4. Solution

What will it take to eliminate the problem that is holding you back? What's the solution to your primary problem?

E.g. For Musk, it was to make the cost of a flight to Mars equivalent to the average cost of a house in the United States.

6. Critical element

Of the five stages you identified, which one will be 90% of the required progress? What's your critical element?

E.g. For Musk, it was building booster rockets that can be reused. Without that element, the entire endeavour is a bust.

1

2

3

4

5



7. Critical advance

In order to get to your vision, you will eventually have to come up with a game-changing innovation. What are you going to need to be able to do what you can't currently do? It might be connected to the critical element you just identified and it might not.

E.g. For Musk, it was different. His critical advance is making fuel on Mars to make travel home to earth possible.

8. Progress to date

One of biggest pitfalls to effective visioning is failing to mine past experience for insights. Right now, do a quick mental audit of your progress to date and write it down. Then, commit to looping back over and over again as you move forward so your process is always leveraging what you have learned.

9. Next steps

Where are you next and what do you need to do to get there? Sketch out the steps required to reach your next growth stage, including rough timelines and tangible actions.

10. The future beyond your vision

One of Musk's gifts is seeing the future that will be possible by achieving his vision – the ability to make his vision seem achievable by showing that it is simply a step along the way to a grander destination. Take a minute to step back and articulate the hard-to-imagine future that will be possible after you achieve your vision.

E.g. For Musk, that future involves travel to other planets in the solar system.



THE DO LESS TO ACHIEVE MORE™ BUILDER

Name: _____

Date: _____

MORE ISN'T BETTER - BETTER IS BETTER

In today's society, we think we need to work harder, put in more hours, and get less sleep to be successful. However, this is leading to us to become sick, die from lifestyle-related diseases, and be unhappy. Remember that more isn't better - better is better.

URGENT VS. IMPORTANT

One of the first steps in achieving your dreams means knowing the difference between "important" and "urgent," because that allows you to set the right priorities and allocate your time and resources well. Urgent activities demand immediate attention, and are usually associated with achieving someone else's goals. Important activities have an outcome that leads to us achieving our goals.

SWITCH FROM TIME MANAGEMENT TO PRIORITY MANAGEMENT

The key is to switch from doing time management to priority management. Instead of focusing on urgent activities that are usually associated with someone else's goals (such as responding to emails), focus on activities that lead to achieving your goals and dreams.

THE DO LESS TO ACHIEVE MORE BUILDER

This tool can help you make sure that you're allocating time every day and week towards your important activities, whether these are professional or personal. By shifting from time management (living by the calendar) to priority management (doing the most important things well), you can create a wave of focus and wellness.

HOW TO USE THIS TOOL

Use this tool to map out your responsibilities and prioritize them to reflect your goals. You can then start to build your ideal day and week. At the end, you can look back and see how your ideal day and week differ from your current reality, and then see what tactics you can use to align your life with your priorities.

STEPS

The time check

In the table on the back side of this sheet:

List the roles, tasks, and time commitments that you are responsible for in your life now.

Can be responsibilities at work, home life (e.g. spending time with family), or personal life/goals (e.g. hobbies, exercise).

Rank these responsibilities from most important to least important to you.

Write if you feel that you are currently spending enough time on the things that are important to you.

Give yourself a checkmark if yes.

Build your ideal day

Look back at your time check, paying attention to your most important priorities and if you're allocating enough time to them.

Then in the next table, construct your ideal day, moving from time management to priority management. Allocate time to the most important priorities and defend that time on a daily basis.

Build your ideal week

In the next table, construct your ideal week. Look for blocks of time that you can dedicate to certain tasks.

E.g. One complete day can be dedicated to one aspect of your work (strategic planning), mornings can be dedicated to working out, etc.

Post-assessment

Look back at your ideal day and week and ask yourself a few questions.

How does this differ from your current reality?

What tactics do you need to execute to bring your life into alignment with your dreams and priorities?



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THE TIME CHECK

ROLES, TASKS, COMMITMENTS	RANK THESE RESPONSIBILITIES	ENOUGH TIME?

EXAMPLE

ROLES, TASKS, COMMITMENTS	RANK THESE RESPONSIBILITIES	ENOUGH TIME?
Spending time with family	1	✗
Spending time with friends	4	✗
Exercise (training for a triathlon)	3	✓
Meetings	7	✓
Household chores	9	✓
Responding to emails	8	✓
Studying for course that will further my career	5	✗
Work projects that require total focus	2	✗
Art project	6	✗



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BUILD YOUR IDEAL DAY

EXAMPLE

TIME	TASK(S)
6:00am-7:00am	
7:00am-8:00am	
8:00am-9:00am	
9:00am-10:00am	
10:00am-11:00am	
11:00am-12:00pm	
12:00pm-1:00pm	
1:00pm-2:00pm	
2:00pm-3:00pm	
3:00pm-4:00pm	
4:00pm-5:00pm	
5:00pm-6:00pm	
6:00pm-7:00pm	
7:00pm-8:00pm	
8:00pm-bed	

TIME	TASK(S)
6:00am-7:00am	Training (run, swim, etc.)
7:00am-8:00am	Get kids ready for school
8:00am-9:00am	Breakfast, commute to work
9:00am-10:00am	Daily meeting, respond to emails
10:00am-11:00am	Power work (total focus on one project)
11:00am-12:00pm	Power work
12:00pm-1:00pm	Lunch, walk
1:00pm-2:00pm	Power work
2:00pm-3:00pm	Power work
3:00pm-4:00pm	Emails
4:00pm-5:00pm	Phone calls, communication with team
5:00pm-6:00pm	Training
6:00pm-7:00pm	Study for course
7:00pm-8:00pm	Dinner with family
8:00pm-bed	Bedtime routine



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BUILD YOUR IDEAL WEEK

	MON	TUES	WED	THURS	FRI	SAT	SUN
6-8am							
8-10am							
10am-12pm							
12-2pm							
2-4pm							
4-6pm							
6-8pm							
8-10pm							



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EXAMPLE

	MON	TUES	WED	THURS	FRI	SAT	SUN
6-8am	Training, Family time	Training, Family time	Training, Family time	Training, Family time	Training, Family time	R&R	R&R
8-10am	Meeting, Emails	Meeting, Emails	Meeting, Emails	Meeting, Emails	Meeting, Emails	Training	R&R
10am-12pm	Power work	Strategic planning	Power work	Strategic planning	Power work	Family time	Family time
12-2pm	Lunch, Power work	Strategic planning	Lunch, Power work	Strategic planning	Lunch, Power work	R&R	Family time
2-4pm	Power work, Emails	Strategic planning	Power work, Emails	Strategic planning	Power work, Emails	Art project	Chores
4-6pm	Study for course	Phone calls, Training	Study for course	Phone calls, Training	Study for course	Spend time with friends	R&R
6-8pm	Family time	Family time	Family time	Family time	Family time	Spend time with friends	Family time
8-10pm	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine	Bedtime routine



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POST ASSESSMENT

How do your ideal day and week differ from your current reality?

What tactics do you need to execute to bring your life into alignment with your dreams and priorities?

EXAMPLE

How do your ideal day and week differ from your current reality?

I am not good at blocking off time to do Power Work. Ideally I would like to do about 4 hours each day (with a couple days per week dedicated to strategic planning).

I also need to get better at making a hard time cap to put away all other distractions and spend time with my family every night.

I'm not prioritizing studying for my course.

What tactics do you need to execute to bring your life into alignment with your dreams and priorities?

When I'm in Power Work, I need to remove all distractions (turn off phone and email notifications, close my door, put in headphones) so I can focus on the task that requires all of my attention.

I will set a daily alarm that will remind me to put away work for the night at 6pm.

I will put it in my calendar to study for my course three times per week. Once it's in my schedule, it will be easier to stick to it instead of putting it off.



THE 5 WHYS™ FORMULA

Name: _____

Date: _____

INTRINSIC VS EXTRINSIC MOTIVATION

Extrinsic motivation is any behaviour that is driven by external factors (e.g. money, awards, recognition, fame). Intrinsic motivation is any behaviour driven by internal rewards (e.g. personal enjoyment/satisfaction). According to educational, sports psychology, and health research, extrinsic motivation works well in the short term, but not so well over time. Intrinsic motivation is a more powerful motivator for people over both the short and long term. Intrinsic motivation is long-lasting, self-sustaining, and fulfilling.

THE POWER OF WHY

Successful people are powerfully motivated intrinsically. They want to reach their potential because that's what they love doing. If you understand not WHAT you're doing, but WHY you're doing it, you will find it a lot easier to implement the new skills, knowledge, and techniques to help you achieve your dreams.

KNOW YOUR WHY

You all want to improve your performance. Sometimes things will get tough and you will regress or get off track. But if you're aware of your "why" – why you are working hard to improve – you will recover very quickly. Knowing your why is absolutely critical to ensuring that you reach your potential.

THE 5 WHYS FORMULA

This tool is meant to uncover and express the reasons behind your dreams and actions so you understand your intrinsic motivation for doing what you do.

HOW TO USE THIS TOOL

This tool should be done after you've completed the **Dream Setting™ Workbook**. Take a look at your dreams and goals that you filled out at the beginning of the program and then ask yourself why? Why do you want to achieve those things? Why do you want to eat better? Why is it important to prioritize sleep? Why do you want to get fitter? Why do you want to improve your mental health?

STEPS

Your WHY

Consider your dreams and then ask yourself why? Then ask again. Go deeper. Ask "why?" 5 times in a row. Go deeper until you eventually get to the root of why you want what you want. If you can't get to 5, at least ask yourself why 3 or 4 times.

E.g. Dream: Qualify for the Boston Marathon.

I want to qualify for the Boston Marathon.

I love pushing my body to its limit.

Every time I do I discover new things about myself and grow as a person.

With self-growth, I become a better person for myself, my team, my family, and my community.

Your WHO

Now that you've clarified your why, clarify your who. Who do you want to be?

Create a self-statement (in 25 words or less) which formalizes your idea about who you want to be and why you do what you do.

E.g. Lean into weakness and discomfort, and be humble through success and failure.



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THE 5 WHYS™ FORMULA

YOUR WHY

Dream #1:

Why?

Why?

Why?

Why?

Why?

Dream #2:

Why?

Why?

Why?

Why?

Why?

Dream #3:

Why?

Why?

Why?

Why?

Why?

YOUR WHO



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NOTES

You can use this page to write down any thoughts, questions, or ideas you have as you move through the program. Never hesitate to contact us at coach@wellsperformance.com

FINAL THOUGHTS

Congratulations! You've completed the program and hopefully this workbook has helped you and your team develop healthy habits and processes that will help you reach your potential both in and outside of work.

You can use this page to write in any final comments, questions, or take-aways. You've learned some new ideas, and now it's time to apply them to make your life better, and bring the wonderful people around you along for the incredible journey!

I would love for you to share your journey with me. You can contact us anytime at coach@wellsperformance.com. You can also connect with me on my website: www.wellsperformance.com or my social platforms:



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