

Accomplish More in Less Time

Effective leaders accomplish more in less time because they develop 20/20 foresight by asking a few key questions:

1. Examine the PAST

- Who successfully completed the project in the past?
- What were their methods and processes for success?
- Action Item: Copy the structure and add your own style.

2. Evaluate the PRESENT

- Who is currently successful in the role – inside or outside of Toastmasters?
- What resources can they share with you, so that you, too, can be successful?
- Action Item: Copy the structure and add your own style.

3. Plan for the FUTURE

- Who will be doing this role in the future?
- What resources can you provide, so they can have similar success?
- What structure can you give to them to copy and add their own style?



Chinese proverb:

I hear and I forget;

I see and I remember;

I do and I understand.

Resources

- [www.FoundersDistrict.org](http://wwwFOUNDERSDISTRICT.org)
- The Aladdin Factor* by Jack Canfield and Mark Victor Hansen
- Awaken the Giant Within* by Tony Robbins

The two roles I want to understand are:

1st choice: _____

2nd choice: _____

I will contact _____ by _____
(mm/dd/yyyy)