

Professional Development Exercises for Your World View

Practical Thinking

Exercise #1 - Use TTI Success Insights Reports

How might we use a person's Behavioral Styles report to help them grow their capacity for practical thinking?

How might we use a person's Driving Forces report to help them grow their capacity for practical thinking?

How might we use a person's Acumen Capacities report to help them grow their capacity for practical thinking?

How might we use a person's Competencies report to help them grow their capacity for Understanding Others?

How might we use a person's Emotional Quotient report to help them grow their capacity for practical thinking?

How might we use a person's Competencies report to help them grow their capacity for practical thinking?

Exercise #2 - Plan a Party

Plan an event that creates some discomfort based on the number of details that need to be managed. (Ex. A dinner part for 12 where you do everything and don't ask for help from anyone.)

Exercise #3 – Plan an Event

Pick any event that will challenge your organizing and execution skills. The event should be complex enough to require deeper thinking and coordination, but not so complex that it pushes you into panic mode. This is an exercise of intentionally putting yourself on the edge of discomfort, just outside of your comfort zone. You can design this as completely self-managed or pick an event that will require you to stretch in your capacities for effective

delegation.

Exercise #4 - Five Key Tasks

Make a list of the five most important tasks to complete the next day and keep a record of how often you accomplish them.

Exercise #5 - Time Logs

Keep a time log for two weeks to track activities in 15 minute increments. Sort your activities into categories that get totaled at the end of the day. Different categories could be:

- Categories for the key accountabilities (results) for your position.
- Right things done right, right things done wrong, wrong things done right, wrong things done wrong
- Urgent & important, important not urgent, urgent not important, not urgent not important
- Identify time wasters or task that could/should have been delegated

Exercise #6 - Organize and Execute Around Priorities

Create a list of tasks to be completed and prioritize them according to:

- A – Critical to survival (1, 2, 3, 4)
- B – Important to success (1, 2, 3, 4)
- C – Somewhat important to success (1, 2, 3, 4)
- D – Not important or unknown importance (1, 2, 3, 4)

Track the completion of the A and B priorities weekly, monthly and quarterly.

Exercise #7 - SMART Goals

Develop a process for creating SMART goals and track your success in goal achievement.

- Specific
- Measurable
- Achievable
- Relevant to the big picture
- Time bound

Exercise #8 - Build Resiliency

Develop a method for measuring your attitude, energy and focus on a daily basis.

Create a tracking tool (spreadsheet, smartphone note, calendar) and at the end of each day, give yourself three scores from 1 – 10:

1. How positive and growth-minded was my attitude today?
2. How consistent and beneficial was my energy level today?
3. How well was I able to maintain my focus on what mattered most today?

Exercise #9 – Optimize Strength

Keep a journal of your periods of recovery and movement throughout the day.

1. Did I take a break and get out of my chair for 5 – 10 minutes every 1.5 to 2 hours?
2. Did I drink 8 – 10 glasses of water today?
3. Did I take a full lunch break today?
4. Did I avoid sugar-laced and packaged foods throughout the day?

Exercise #10 - Grow Your Skills

Identify the competencies in TriMetrix HD that reflect greater skills in practical thinking and develop a define/practice/master plan for developing the relevant skill(s).

Other exercises for growing capacities in Practical Thinking: