

Deliberately Designing + Communicating Work Plans

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InspireCorps Inspiration Strategy



In*spire
breathe in (air); inhale.



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POSSIBILITY

INVINCIBILITY

**Spark of
Inspiration
SUSTAINABLE
INSPIRATION™**

**INTENTIONAL
PRACTICE**

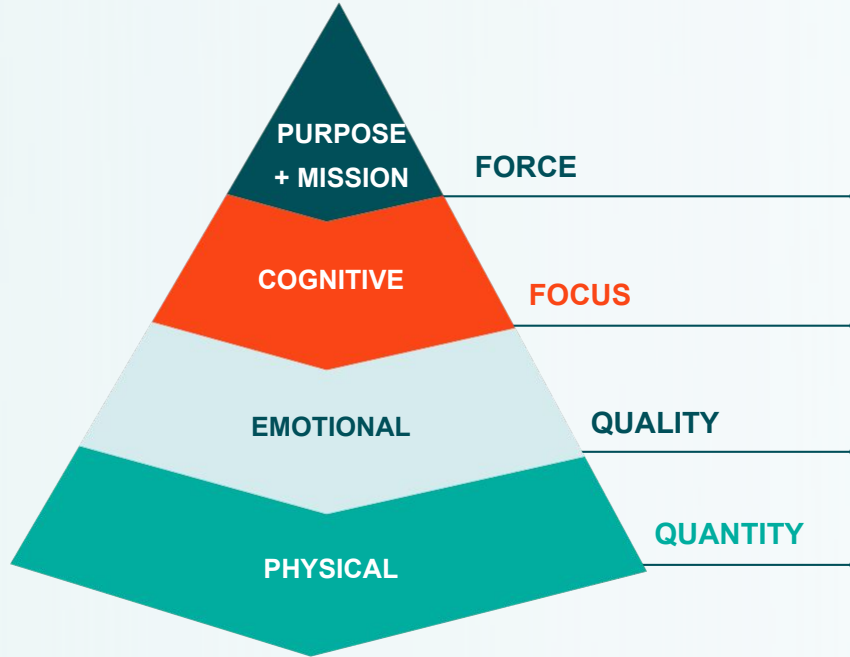
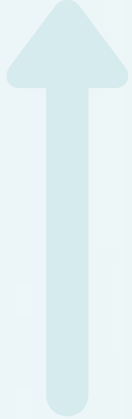


Today's Objectives

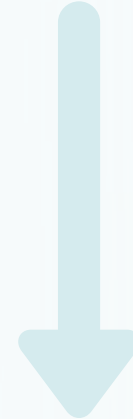
1. *Understand and lead important changes in work now*
2. *Apply new tools to prioritize and organize work*
3. *Apply new human performance lenses on bridging remote and hybrid work now*

PERFORMANCE PYRAMID

WE DEVELOP



WE BECOME
EXTRAORDINARY



U-Curve

Shock

- shocked
- frustrated
- thrown off

Inspiration

- confidence
- ownership
- solution focused

Resistance

- angry
- fault finding
- bargaining

Curiosity

- explore
- hope
- create

Acceptance

- acceptance
- honesty
- openness



Roadmap

Supporting Yourself + Your Direct Reports

1. Calendaring
2. The Game Plan
3. Connect + Coordinate



Poll

On a scale of 1-5, how would you rate the effectiveness of your daily work routine right now?

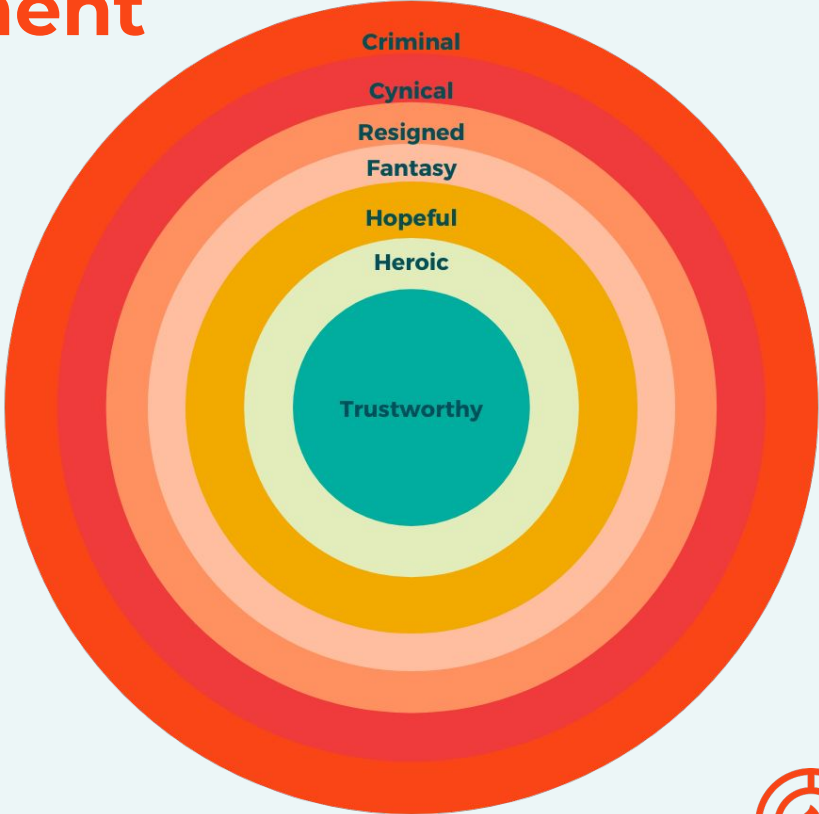
Poll

On a scale of 1-5, how effective is your team at coordination and collaboration now?

Levels of Overcommitment



**Major costs,
even failure**



Adapted from Enterprise Performance, Robert Dunham



Actively managing capacity

Passive management of capacity leads to:

- Not being clear on priorities
- Checking things off a to do list
- Lack of ownership and not keeping one's word

Active management of capacity considers:

- Connecting the work to strengths/interests (quality)
- Impeccability of word through dynamic management of priorities, time and energy (quantity)



PART 1 CALENDARING



Chatbox

Tell us about how you structure your day...

When are you able to focus?

When do you have highest energy?

Are there certain **places** of your home where you have better work vibes/tools/conditions? Other places?

1. The “Calendering” Process

1. Identify + prioritize your tasks: What are the highest priority tasks that need to be completed this week?

2. Consider, what are your ideal times of day to complete them?

3. Map your calendar

- Write existing, non-negotiable commitments into your calendar. (e.g., meetings, events, personal commitments)
- Map your priority tasks to the best times of day in your calendar
- If possible, leave some wiggle room between meetings and tasks
- Don't forget to schedule a few resets throughout the day for cognitive, physical and emotional renewal



1. The “Calendering” Process



1. Calendar



Prioritize Tasks

TASK	PRIORITIZE: CIRCLE ONE
	MOST CRITICAL DELEGATE WOULD BE NICE NOT A CHANCE
	MOST CRITICAL DELEGATE WOULD BE NICE NOT A CHANCE
	MOST CRITICAL DELEGATE WOULD BE NICE NOT A CHANCE
	MOST CRITICAL DELEGATE WOULD BE NICE NOT A CHANCE
	MOST CRITICAL DELEGATE WOULD BE NICE NOT A CHANCE
	MOST CRITICAL DELEGATE WOULD BE NICE NOT A CHANCE

Ideal Tasks for This Time

MORNING	LUNCH	AFTERNOON

Ideal Tasks for This Time

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					

GMT-04					
7 AM					
8 AM	Team Huddle, 8am, https://us02web.zoom.us/j/833737059777	Warm up / prep, 8:15am		Gabi & Allison sync on SMS	Dental appointment, 8:30am, BL
9 AM	Katie & Allison quick svnc. 8:45a Weekly BD Outreach 9 – 10:30am	Inspiration Sprint 9 – 10:30am https://us02web.zoom.us/j/833737059777	Partner Meeting 8:30am, https://us02web.zoom.us/j/833737059777	Jen, Laura Sync on PayFlex P	BD Sync & Lea T-22 Personal 9am, https://us02web.zoom.us/j/833737059777
10 AM	LI Comment on others posts, 10:00am Partner Meeting (Judy join ev	BREAK / RESET, 10:30am	Community Tiger Team 9:30am, https://us02web.zoom.us/j/833737059777	PPP Bank, 9:30am	Waleed & Allison, 10am
11 AM	Yale SOM Roles/Slides, 11:30am GC Account Meeting, 12pm, h	InspireCorps & Novocure Con	YLS & InspireCorps Pulse Meet 10:30am, https://us02web.zoom.us/j/833737059777	PICK UP PASSOVER DELIVERIES 10 – 11:30am	Bilal & Allison, Waleed, Allison SMS Account Meeting, 11am,
12 PM	Bi-Weekly Biz Dev Sync - Jen & Allison, 1pm, https://zoom.us/j/11144	Connect with Bev Kaye, 1pm, 1	BREAK/RESET, 11:30am	Follow-up: InspireCorps SMS 12pm, +18884754499,,999782	Stephanie Weaver & Allison, 12:30pm Submit writing group, 12:30pm
1 PM	Jen & Allison, 2pm	Gabi and Allison Pulse - 1:30 – 3pm https://zoom.us/j/205341331	Aleks, 1pm		Aquent Sync, 12pm, https://us02web.zoom.us/j/833737059777 Social Media - S Jen & Allison Sync, 12:30
2 PM	Get kids 3 – 4pm	Tech support, 3:30pm	BD emails, 1:30pm	Joe Kollo & Allison, 2pm, https://us02web.zoom.us/j/833737059777	Confirmed - Karen & Allison b Catherine Van Kampen & Allis
3 PM			Yasmin & Allison 2pm, https://us02web.zoom.us/j/833737059777		Connect with Lisa Sicilian, 2:4
4 PM				Unstructured work time 3:15 – 6pm	
5 PM	PREP FOR SOM 5:15 – 6:15pm		BD follow up, 4pm		
6 PM			Weekly SM set up / posting 4:45 – 5:45pm		Emails / BD, 5:15pm
7 PM	Draft physician leader product			Dr. Talamantes & Allison Holzer	



Chatbox

Do you have line of sight into your team and colleague's daily structures and availability?

How are you communicating your availability?

If you're not, where can you start?



PART 2
GAME PLAN



Chatbox

What's some progress or a win you've made in the last week?

GAME PLAN



- **Progress/Wins from last week**
- **Obstacles/Balls Dropped**
- **Top Priorities for the coming week**
- **Key Coordination + Collaboration with your team**
- **Strengths you are intentionally activating**



Make it your own!

PROGRESS & WINS - great drumbeat of production last week with solid progress in Theravance dashboard, practical empathy model and webinar, Inspira, book and MAMs. Caught up on sleep and time w/ Paul/boys. Rockin' it with 70 registered for Theravance empathy webinar on Wednesday!

BALLS DROPPED - the last minute hustle/calls for Inspira's emergency project - I'm "making it work" as they say on project runway, but I don't like the intensity or pace of it, working around kids, etc. makes me feel like I'm not able to bring my best.

Purpose Mapping - this upcoming week feels all over the place b/c there are many competing projects + inlaws coming in town, scrambling around 2 school days off, etc. So I will aim for being **centered** and **focused**.

Leader Guide - need lots of Pillar to stay **centered/focused** amidst a hustle week. Driver around production.

Emotional Agility - walking resets last week worked great, will continue. Have been better about sleep and water, will continue. Went cold turkey on caffeine/coffee today just for fun ;)

Team Summit - will need sync with Gabi/Jen/Serina especially on Inspira interviews and prep - **noticing below, not a lot of wiggle room for additional Inspira prep, even on the weekend b/c inlaws are in town, so Jen I'm hoping we can use flight time and early arrival time thoughtfully!** Sandy will sync with for Theravance webinar on Wednesday.

Snapshot:

M - (New Haven, long day, kids at camp) Inspira design, client experience Gab, lunch w/ Elena, 2pm MAM, 3:15 Inspira interview, meeting with Janet P. re: start factor,

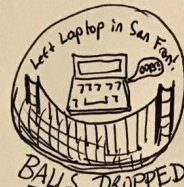
WEEKLY Game PLAN

Inspiring Quote / Purpose Theme:

"GO SLOW... to go fast!"

WINS!

- Whitney - yay!!
- Graphic workshop!
- Tariq moving forward!



STRENGTHS

- Creativity - new tools for clients... BOLD!!
- KINDNESS - just cause...
- PERSPECTIVE - and Perseverance... for Inspira and YMS proposals
- Judgment - critical eye on book content and process

PIAL ↑ =

- Innovator (book Inspira)
- PILLAR

DIAL ↑ =

- DRIVER - YMS

DIAL ↑ =

- Advocate - som coaching

LEADER GUIDE



Weekly Snapshot:

M = Alison V. launch Yale Molecular

Tu = curic, book, proposals, Janet

W = SOM coaching, Tariq meeting re: next steps

Th = computer, som coaching, writing, theravance

F = Internal Meetings

Next week - on vacay through Thursday!

EMOTIONAL AGILITY

- ◆ Regroup after travel
- ◆ Savor prep for DR trip
- ◆ Walking resets each day
- ◆ More think time

PART 3

CONNECT + COORDINATE



Breakout Rooms (8 Minutes)

Groups of 3-4 People

- **Download worksheets in the chat**
- **Assign 1 person as the leader to report back to the group**
- **Complete Part 1 of Calendaring - What are your highest priority tasks for next week? Note who do you need to coordinate with?**



TEAM COORDINATION

Pay Special Attention to:

Managing your own capacity

Opportunities for support + collaboration

Alignment to highest priorities

Team Leaders, keep an eye on:

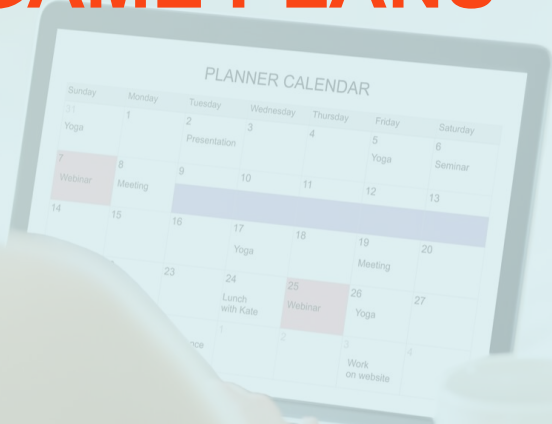
Capacity bottlenecks

Obvious places to create balance

Predicting likely obstacles and roadblocks



IMPLEMENTING GAME PLANS



How can you pre-pave using this process weekly?

As a team, could you share game plans for the week ahead in a meeting or via email?

Are there days as a team you can align work?



Chatbox

Imagine you have a plan for your week that aligns and balances your responsibilities and commitments for your week and across the team....Imagine?

REMOTE CONNECTION: 4-3-2-1

This agenda is designed to both exchange the highest priority updates and produce inspiring conversations that increase motivation and commitment.



Team

Connection:

4-3-2-1



4. CHECK IN

- Facilitate a shared energy reset.
- Check in: How is everyone doing?
- Share moments of hope and optimism.
- Progress, wins and successes

3. PROGRESS TO GOALS

- Key updates to share on projects and decisions, etc.
- How are you working together and information sharing?
- Where can you support one another?

2. NEXT LEVEL TEAMING

- Share key learnings: opportunities + feedback.
- What do we want to keep vs. shift?

1. APPRECIATION CLOSE

- What do you appreciate most about each-other or in general?

Team Connection + Collaboration

Connection is a key component and requires a different approach in remote and hybrid teaming, it takes investment, intention, and experimentation.

Breakout Rooms (8 Minutes)

Groups of 3-4 People

- **Assign 1 person as the leader to report back to the group**
- **Get Creative: How could you apply the 4,3,2,1 tool to current project teams and one-on-ones with directs or your manager?**



Group Conversation

Look at your calendar - Think about the last 2 weeks...

What was something that was most fulfilling or gratifying?



Progress Principle

Bringing progress to
people's attention

BASED ON THE #1 BREAKTHROUGH IDEA FROM HARVARD BUSINESS REVIEW

THE PROGRESS PRINCIPLE

USING SMALL WINS TO
IGNITE JOY, ENGAGEMENT, AND
CREATIVITY AT WORK



DAPHNE
KRAMMER
HARVARD BUSINESS
REVIEW PRESS



What does progress look like?

1. **Small wins**
2. **Breakthroughs**
3. **Forward movement**
4. **Goal completion celebration**
5. **Learning from failure**
6. **Positive impact on others**

(Amabile & InspireCorps)



A glowing lightbulb is the central focus, surrounded by a trail of colorful particles in shades of red, orange, and blue. The background is a dark, textured blue.

Group Debrief

Q&A



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Q&A

Continue the
Conversation



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Survey

https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_bxrj1l1gcR0bt9X