

## **Exercise 16: Document What Is And Is Not Working Well**

Here you'll identify the things that you do that produce the greatest impact, as well as those things that may actually be reducing your overall effectiveness.

## More Of/Less Of (MOLO) Matrix

The MOLO Matrix will allow you to as you pursue your vision, as well as what you need to change to be more effective. From there, you'll see the high-leverage activities that deserve the majority of your time and effort. Focusing on those actions will help you move the results needle.



## **MOLO Matrix**

What Do I Need To	Actions	Why
Do More Of?		
Do Less Of?		
Start Doing?		
Stop Doing?		



## **MOLO Matrix: Example**

Mentoring others  Eating lunch every day  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Project  Builds skills, brings pleasure  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results	WOLO Matrix. Example		
about project status aligned Holding regular team-building events  Delegating admin. tasks to my assistant Creating daily to-do and priority Organizes my day lists Reviewing my Focus Journal  Taking on tasks of others Worrying about status of others' Eats up attention and focus projects Procrastinating on financials Makes more work for the team Staying excessively late Sets a bad example for the team Letting others run my meetings Diminishes control I need in this project  Mentoring others Eating lunch every day Keeps up my strength Reviewing my blueprints Keeps me on track Encouraging my staff to keep Focus Journals Creating detailed agendas for each meeting Creating admin. tasks to my Frees up my time for other actions Frees up my time for other actions  Meeps me focused  Frees up my time for other actions  Eats up attention and focus project  Makes more work for the team  Sets a bad example for the team  Letting others run my meetings  Diminishes control I need in this project  Mentoring others  Eating lunch every day  Keeps up my strength  Keeps me on track  Fince actions  Fince actions  Saves time and creates better results	What Do I Need To	Actions	Why
Do More Of?  Delegating admin. tasks to my assistant Creating daily to-do and priority lists Reviewing my Focus Journal  Taking on tasks of others Worrying about status of others' projects Procrastinating on financials Makes more work for the team Letting others run my meetings Diminishes control I need in this project  Mentoring others Eating lunch every day Reviewing my staff to keep Focus Journals Creating detailed agendas for each meeting  Frees up my time for other actions  Frees up my time for other actions  Organizes my day  Keeps me focused  Eats up attention and focus  Diminishes control I need in this project  Keeps up my strength  Keeps up my strength  Keeps me on track  Encouraging my staff to keep Focus Journals Creating detailed agendas for each meeting			• •
assistant actions Creating daily to-do and priority lists Reviewing my Focus Journal Keeps me focused  Taking on tasks of others Sucks away my time Worrying about status of others' Eats up attention and focus projects Procrastinating on financials Makes more work for the team Staying excessively late Sets a bad example for the team Letting others run my meetings Diminishes control I need in this project  Mentoring others Builds skills, brings pleasure Eating lunch every day Keeps up my strength Reviewing my blueprints Keeps me on track Encouraging my staff to keep Focus Journals Creating detailed agendas for each meeting Saves time and creates better results			Creates team synergy
lists Reviewing my Focus Journal  Taking on tasks of others  Worrying about status of others' projects Procrastinating on financials Makes more work for the team Staying excessively late Sets a bad example for the team Letting others run my meetings Diminishes control I need in this project  Mentoring others Builds skills, brings pleasure Eating lunch every day Keeps up my strength Reviewing my blueprints Keeps me on track Encouraging my staff to keep Focus Journals Creating detailed agendas for each meeting Sucks away my time Eats up attention and focus Diminishes control I need in this project  Keeps up my strength Reviewing my blueprints Seeps me on track Increases overall effectiveness Saves time and creates better results	Do More Of?		
Taking on tasks of others  Worrying about status of others' Procrastinating on financials  Sets up attention and focus Makes more work for the team  Staying excessively late Sets a bad example for the team  Letting others run my meetings  Mentoring others  Builds skills, brings pleasure  Eating lunch every day Keeps up my strength  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Sucks away my time  Eats up attention and focus  Makes more work for the team  Diminishes control I need in this project  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results			Organizes my day
Worrying about status of others' Eats up attention and focus projects  Procrastinating on financials Makes more work for the team  Staying excessively late Sets a bad example for the team  Letting others run my meetings Diminishes control I need in this project  Mentoring others Builds skills, brings pleasure  Eating lunch every day Keeps up my strength  Reviewing my blueprints Keeps me on track  Encouraging my staff to keep Increases overall effectiveness Focus Journals  Creating detailed agendas for each meeting Saves time and creates better results		Reviewing my Focus Journal	Keeps me focused
Procrastinating on financials  Makes more work for the team  Staying excessively late  Letting others run my meetings  Mentoring others  Eating lunch every day  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Procrastinating on financials  Makes more work for the team  Sets a bad example for the team  Diminishes control I need in this project  Builds skills, brings pleasure  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results		Taking on tasks of others	Sucks away my time
Staying excessively late  Letting others run my meetings  Mentoring others  Eating lunch every day  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Sets a bad example for the team  Diminishes control I need in this project  Builds skills, brings pleasure  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results			Eats up attention and focus
Letting others run my meetings  Mentoring others  Eating lunch every day  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Diminishes control I need in this project  Reviewing staff to keeps up my strength  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results	Do Less Of?	Procrastinating on financials	Makes more work for the team
Mentoring others  Eating lunch every day  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Project  Builds skills, brings pleasure  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results		Staying excessively late	Sets a bad example for the team
Eating lunch every day  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Keeps up my strength  Keeps me on track  Increases overall effectiveness  Saves time and creates better results		Letting others run my meetings	Diminishes control I need in this project
Start Doing?  Reviewing my blueprints  Encouraging my staff to keep Focus Journals  Creating detailed agendas for each meeting  Keeps me on track  Increases overall effectiveness Saves time and creates better results		Mentoring others	Builds skills, brings pleasure
Encouraging my staff to keep Increases overall effectiveness Focus Journals  Creating detailed agendas for each meeting  Saves time and creates better results		Eating lunch every day	Keeps up my strength
Focus Journals  Creating detailed agendas for Saves time and creates better each meeting results	Start Doing?	Reviewing my blueprints	Keeps me on track
each meeting results			Increases overall effectiveness
Worrying Nothing good comes of it		Worrying	Nothing good comes of it
Micromanaging Creates resentment		Micromanaging	Creates resentment
Stop Doing? Showing up late for meetings Sets a bad example	Stop Doing?	Showing up late for meetings	Sets a bad example
Checking Blackberry constantly Decreases focus		Checking Blackberry constantly	Decreases focus
Working every weekend Impacts quality of life		Working every weekend	Impacts quality of life