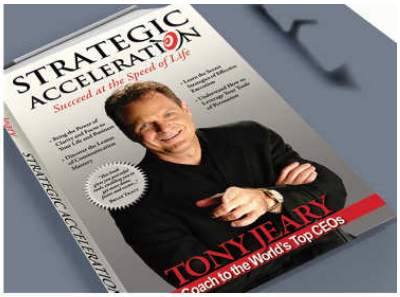
STRATEGIC ACCELERATION

Succeed at the Speed of Life



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.

© 2009 Tony Jeary High Performance Resources All Rights Reserved.

MOLO Matrix

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

© 2009 Tony Jeary High Performance Resources

All Rights Reserved.

MOLO Matrix: Example

What Do I Need To…	Actions	Why
…Do More Of?	*Communicating with my team about project status*	*Keeps everyone on track and aligned*
	Holding regular team-building events	*Creates team synergy*
	Delegating admin. tasks to my assistant	*Frees up my time for other actions*
	Creating daily to-do and priority lists	*Organizes my day*
	Reviewing my Focus Journal	*Keeps me focused*
…Do Less Of?	*Taking on tasks of others*	*Sucks away my time*
	Worrying about status of others' projects	*Eats up attention and focus*
	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*
…Start Doing?	*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	*Increases overall effectiveness*
	Creating detailed agendas for each meeting	*Saves time and creates better results*
…Stop Doing?	*Worrying*	*Nothing good comes of it*
	Micromanaging	*Creates resentment*
	Showing up late for meetings	*Sets a bad example*
	Checking Blackberry constantly	*Decreases focus*
	Working every weekend	*Impacts quality of life*

© 2009 Tony Jeary High Performance Resources All Rights Reserved.