

# 10 Weekly Questions to Create

## ACCOUNTABILITY

Goal achievement happens only with YOUR planning and effort. **Consistently.** When results are lackluster or simply don't quite get to a goal's outcome, there typically is a culprit. Lack of commitment to consistency.

There are 5 obstacles that plague all of us now and again, and sometimes we call these blind spots.



**Successful business owners and entrepreneurs know what they must focus on to reach their goals. And, they even know what work is necessary and what resources are required.**

The difference between success and failure  
is your commitment to consistency.

Which means until you understand and commit to resolving business problems caused by blindspots, you are working against the odds. A small shift can make a big difference. A weekly

check-in, using the Present Retreat™ framework, will help you stay consistent by taking time to step away from the day-to-day and make adjustments to align priorities to set goals.

When you grasp which obstacle is preventing you from taking necessary action, you can confidently make decisions to navigate through for yourself and improve your work and life.

# PRESENT RETREAT™

And a Present Retreat™ is taking time out of a regular day to be able to look at things from a different point of view. This protected time has zero meetings, calls answered, emails and texts responded to. Time without interruption to check in, assess, evaluate, refocus, and create clear communications about business priorities.

A commitment to dedicated time is where you show up — for yourself as the vision holder, and for your company as the one guiding your company forward. You learn the pulse and then develop a sense of how opportunities and threats will affect business. Also, increase your confidence about how actions taken now will minimize risk and create opportunities for real growth.

Part of your Present Retreat™ not only is looking at the business and separating that entity from our personal selves, but also is understanding who we are. How we show up, and what we bring to the table. Because when doing deep work, developing the skills that we have, and acquiring new skills that we want, we know there's a period of learning. And it might be scary. And we might feel like we don't know very much. And we may hold ourselves back.

You become accountable and even learn to recognize vital skills that were being discounted. You find gems of wisdom and seeds of success.

# Here is the format of a Present Retreat™:

**Block a time** of at least 2 hours into your schedule each week, ideally at the same time and weekday.

**Choose an opening action.** Some ideas to get you started: set an intention, review your yearly goals, read aloud your values and their definitions, make a cup of tea, or read an inspirational quote.

**Review your business and current priorities.** Prior to the beginning of your protected time, gather the reports you need to evaluate your business. Take a look and assess what you see. Does the activity your team is



focusing on support and move you toward the goal?

Here are six questions you can use to help in digesting what you have in reports, what you sense, and to distill bits of information that are constantly coming your way:

1. Rate last week on a scale of 1-5 (5 being phenomenal).
2. What was the biggest priority last week?
3. Did you accomplish it, and if not, why not?
4. What did you learn last week?
5. What was your biggest business win last week?
6. What was your biggest challenge?

**Communicate so you can shift together.** What do you need to share, clearly and concisely, to help make sure everyone moves together as small changes are made to achieve your company's most critical goals? Here are three questions to help you:

7. Do you need to solve the issue? If so, What do you need to do?
8. What needs to happen to make you feel accomplished this week?
9. What do you need help with and who do you need to contact?

**Review your calendar.** Time is precious, and once you are holding the big picture in mind it is time to look at the next 7-10 days and make adjustments.

10. What must I change in my calendar/schedule to create 20% more time for the necessary work?

That may seem like a lot. It is typical that the most important work requires more time. So, make it a practice to cancel meetings that don't support your current priorities. This ensures you have time to do the deep work, communicate and answer questions, and remove obstacles that pop up day-to-day that left unattended could slow down progress.

**Close your deep work session.** Use the same behaviors that opened your work session to punctuate the end.

## Strategy requires its own time.

The mark of opening and closing your work session are necessary to determine which of the day-to-day you can answer quickly and stay on course, or if it is something that must wait to be evaluated during your next Present Retreat™.

[Want an outside set of eyes to help you dial in a customized set of questions or even the flow of your Present Retreat™?](#)

