

# Daily Application

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## **When and With Whom Might You Use This Tool?**

You can use any of the 52 activities outlined in this tool on a daily basis in order to strengthen your outward mindset tendencies.

## **How to Use It**

1. Randomly pick one activity to do everyday.
2. Keep at it. See what happens.

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- 1.** Think of somebody you've been in the box toward. Do one thing for this person today that will be helpful to him or her.
- 2.** In every interaction today, concentrate on seeing the needs, objectives, and challenges of others. See what happens as a result.
- 3.** Help someone feel appreciated today.
- 4.** Think of someone who has been waiting for something from you. Today, do what they have been waiting for.
- 5.** Before making decisions today, ask: *Who will be affected by this decision?* Coordinate with them.
- 6.** Focus on solutions today rather than affixing blame.
- 7.** Think of someone who likely feels like you see him/her as a vehicle. What changes do you need to make in this situation?
- 8.** Be a really good listener today. Talk less. Hear more.
- 9.** Learn the names of three people today, call them by name, and learn something about them that is memorable.
- 10.** Help someone to succeed at something today.
- 11.** Let no one be irrelevant to you today.
- 12.** Think of something you could learn from someone in the organization in order to better fulfill your responsibilities and then ask that person for instruction/advice in that area.
- 13.** Think of a way you have made something more difficult for a coworker and then apologize.

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- 14.** What difficult conversation have you been avoiding? Engage in that conversation today with an outward mindset.
- 15.** Help one of your coworkers to shine today.
- 16.** Meet to learn with someone today.
- 17.** Praise a coworker to a superior.
- 18.** Think of a way you are contributing to a workplace problem and take responsibility for the problem.
- 19.** Think of and implement one change in the way you do your job that would increase your helpfulness to coworkers who are affected by what you do.
- 20.** Give information, resources, help, or support to a coworker today.
- 21.** Look for a coworker who is struggling and find a way to help him/her.
- 22.** Think of a way you could creatively share some of your resources with a coworker and then propose that to your coworker.
- 23.** Compliment three coworkers today.
- 24.** Do something for a coworker today that he/she would like you to do but that you have been resisting.
- 25.** Before tackling a sticky issue today, apply the Start in the Right Way tool.
- 26.** Find something to like about each coworker you encounter today—especially the difficult ones.

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- 27.** Find a solution to a problem that has been negatively affecting the workplace.
- 28.** Ask three coworkers for advice about something.
- 29.** Find reasons to thank as many coworkers as you can.
- 30.** When you start to feel aggravated toward someone today, try to remember a time when you have done something similar to what he or she is doing.
- 31.** Learn something from each person you interact with today.
- 32.** Do something helpful for your boss that he/she doesn't expect and that your job doesn't require.
- 33.** Compared to yesterday, think of what you need to do differently today to perform at a 3A+ level.
- 34.** Do something for your boss that would relieve some of the pressure he/she is feeling.
- 35.** Apply the outward mindset pattern (S.A.M.) to solve an ongoing problem.
- 36.** If you haven't formally reported to your boss on your work over the last thirty days, set up a time to meet to report.
- 37.** Think of something you could learn from your boss in order to better fulfill your responsibilities and then ask your boss for instruction/advice in that area.
- 38.** What hard or uncomfortable thing have you been avoiding doing? Do it today.
- 39.** Imagine how your boss would like you to spend your time today, and then work that way.

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- 40.** Apply the Influence Pyramid to a situation at work today.
- 41.** Refrain from complaining or saying anything negative about anyone today.
- 42.** What does responsibility require of you today? Do what responsibility requires.
- 43.** Think about who is the primary customer of your work. Is it an external customer or a customer internal in the company? Then ask yourself: How well served does this customer feel? Do something to improve that answer.
- 44.** Apologize about something you need to apologize for.
- 45.** Think of some way in which you are giving less than your best effort. Give your best effort on that today.
- 46.** Adjust something you are doing today to be more helpful to others.
- 47.** Conduct a Meet to Give with someone you impact.
- 48.** Think of some excuse you have been using in your work. Today, work in such a way that you need no excuses.
- 49.** Ask the 3 Questions to someone you affect.
- 50.** Learn the objectives of three people that you affect at work.
- 51.** If you were acting with the mentality of an owner of your business, what would you do differently than you are currently doing? Institute one of those changes today.
- 52.** What would your day look like today if you used every minute productively? Work that way today.