



## HOW TO MAKE IT A H.A.B.U.T. (THE HIGHEST AND BEST USE OF YOUR TIME) HANDOUT

### *INSTRUCTOR'S COPY*

**The Purpose of this exercise is to provide your group with a tangible, hands on tool members can use immediately to help them in their business, as well as a way for them to connect with each other deeply within a relatively short period of time.**

**Goal:** For your group to think about the highest use of their time and identify the time wasters. If your members can not communicate why they do what they do in their daily activities, they will never be able to let go of activities that prevent them from thriving. This exercise helps them to identify that the best use of their time should be spent on what is IMPORTANT and not URGENT (training, empowering and serving their high performing employees on how to acquire and serve customers). For this reason, it is imperative they focus on their own time.

**How to Present:** Hold up the handout and explain that this exercise is designed to challenge them to think. It's not to be completed during the group work but, rather, to serve as a launching board for them to build upon. Ask them to take 5 to 10 minutes to read the H.A.B.U.T. worksheet. They are expected to leave their group exercise identifying 1 thing they commit to stop doing and 1 thing they commit to doing to better make the most of the highest and best use of their time.

**Example you can give:** "In my business, I started doing everything myself: sales, operations, marketing and finance. Now that I have grown, I have had to shift my thinking to teaching others how to best acquire and serve my clients. I also do more purposeful learning and networking through Cross Talks so I can continue to grow, be challenged and increase my leadership skills. It's not been easy for me but by identifying specific activities that are no longer the Highest and Best Use of my Time, I can grow, prosper and bless others far more abundantly than if I continued to do everything myself. The hardest part for most business owners is letting go of the control. And it starts with this simple but powerful exercise."

## Groups

After 5 minutes to review the worksheet, put them in subgroups of 2 to 4 people. Ask each subgroup to focus on 1 thing they should stop doing and 1 thing they will commit to do that is a better use of their time.

**What should be accomplished During the Subgroup Breakouts:** Allow 20 minutes for this exercise. Then have each subgroup choose a leader. Give each subgroup leader 1 to 2 minutes to share what they learned and to share **1 clear action** a member of their group or the entire group will take as a result of this exercise. The answers are not that important. What matters is that this powerful tool will help your members to connect deeper and give them clarity on how to think strategically instead of doing everything themselves.

**How to Measure Success:** The best measure of success is when you see them interacting and engaged in their conversation. There may be some questions in the beginning. Perhaps concern, especially among the “Germans.” Expect it and let them figure it out. Once you see the groups talking comfortably, join them. Sit silently and listen to how they approach the different issues and questions.

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