



Nine Minutes on Monday Review Sheet

Use this template to help create your leadership goals for the week. By following the 9-Minutes on Monday guide you will create an engaging workplace and help bring out the best in your people.



Minute 1 Care	Building Alliances- The Need to be More Than a Number Showing genuine interest or concern for employees as individuals is one of the top engagement drivers worldwide as well as a key ingredient in building trust. <i>When and with whom will you show genuine interest or concern?</i>	Vital Stats and the Walk-about
Minute 2 Mastery	Mountains not Treadmills - The Need for Challenge and Achievement Your staff want challenge and achievement and they crave information that tells them how they are doing. Consistent feedback is crucial to staff engagement. <i>Who will you give feedback to this week?</i>	DNA of Mastery 1. Clear Goal or Expectation 2. Optimal Challenge 3. Consistent Feedback
Minute 3 Recognize	The Midas Touch - The Need to be Valued Reward, recognition, and respect help increase a person's sense of value and helps increase their feelings of competence and contribution. <i>This week who will you reward or recognize? And how will you do it?</i>	Reward or Recognition? 1. Achievement 2. Behavior 3. Quality <i>Use the Recognition Codes</i>
Minute 4 Purpose	Super-Human Motivation - The Need for Significance Purpose is the most powerful motivator. When people see a larger purpose to their work, it taps into deeper sources of commitment and motivation. <i>Who will you give the "Second Paycheck" to this week?</i>	The Three Questions 1. Who do we serve? 2. What job is our product hired to do? 3. What difference do you make to here?
Minute 5 Autonomy	Unshackled - The Need for Responsibility and Control When employees perceive they have some degree of control over their lives and work they are happier, more creative, persist longer and enjoy greater overall well-being. <i>How can you support someone's autonomy this week?</i>	1. Seek input & ideas 2. Ask, don't tell 3. Give choice when possible
Minute 6 Grow	Onward & Upward - The Need to Grow & Develop Growth often happens outside an employee's comfort zone but requires someone to act as a catalyst, initiating, clarifying, and supporting their progress through challenging work. <i>Who will you help grow this week? And how?</i>	1. Clarity - Where do they need to grow? (Job skills, career skills or behavior) 2. On-the-fly coaching 3. Feedback on progress
Minute 7 Sticky	All for One - The Need to Connect Relationally People desire to connect relationally with those around them. Functional teams help protect engagement and increase motivation. <i>What small thing can you do this week to increase team stickiness?</i>	Glue 1. Purpose 2. Trust 3. Ownership 4. Social Bonding Solvents 1. Slackers 2. Bullies 3. Skunks
Minute 8 Play	All Work and No Play - The Need for Fun Fun increases trust, team spirit, morale, and creativity, while decreasing stress and negative attitudes at work. <i>Where is one place you can inject fun into the job this week?</i>	It starts with the Boss
Minute 9 Model	Show Me the Way - The Need for Security and Inspiration Because of the principle of weighted relationships, your actions, attitude, behavior and emotions affect each of your direct reports. What do they need from you this week? <i>What one value, behavior, or attitude are you going to model this week?</i>	Defining Your Avatar