

Your Oxygen Mask First Tool Kit

17 HABITS TO HELP HIGH ACHIEVERS
SURVIVE & THRIVE IN LEADERSHIP & LIFE

YOUR OXYGEN MASK FIRST



"A stark reminder that you can't take care of business until you first take care of yourself."
—LIZ WISEMAN,
bestselling author
of *Multipliers* and
Rookie Smarts

KEVIN N. LAWRENCE

PRAISE FOR YOUR OXYGEN MASK FIRST

"Kevin has locked arms with my growth firm, Medix, for more than seven years and has consistently challenged our personal and professional leadership limits! His actionable tools turned out to be truly invaluable resources to our organization and helped allow us to scale as leaders. I encourage you to read and use this book as a resource for your professional and personal growth!"—ANDREW LIMOURIS, President and CEO, Medix

"If you're looking for practical wisdom from a battle-tested field general of business coaching—look no further. This step-by-step guide enables CEOs to tap into their hidden wells of greatness—redefining success as much more than a healthy balance sheet."

—VERNE HARNISH, Founder of Entrepreneurs' Organization (EO)
and author of *Scaling Up (Rockefeller Habits 2.0)*

"This isn't the normal business blather. If you are serious about growing yourself as well as growing your business, Kevin's book is invaluable. These tools are the best collection I've seen. They are practical and exceptionally helpful for any high achiever looking to grow and improve. If you just take one of these tools and practice it regularly, I have no doubt you'll improve your life and your business."—BEN GODSEY, President and CEO, ProService Hawaii

"*Your Oxygen Mask First* flies in the face of what we've been taught about achieving success. Kevin shines light on the fallacy that being successful at work is the be-all and end-all, while giving his readers the strength, clarity, and confidence to make rapid and insightful changes."—ANKUR GUPTA, Joint Managing Director, Ashiana Housing Ltd.

"Kevin has been coaching CEOs and their teams for close to 20 years—he's one of the best in the biz—and his content in *Your Oxygen Mask First* is a must-read for any leader today."

—CAMERON HEROLD, Founder of COO Alliance and author of *Double Double*,
Meetings Suck and *The Miracle Morning for Entrepreneurs*

"One of the biggest challenges for a highly successful leader in a growth company is motivating yourself on a regular basis. Kevin hit it out of the park with ideas and tools to help motivate me for a lifetime!"—BRENT PARENT, CEO, Material Handling Services



ANNUAL REVIEW

How Did The Year Go?



YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
Your biggest wins or achievements of the year?		
Your biggest challenges, frustrations or disappointments?		
The biggest lessons from your mistakes?		
Passion Ratio: How did you invest your energy this year		
___ %	___ %	___ %
What would have been ideal for you to be your best?		
___ %	___ %	___ %
If you could do the year over again, what would you do differently?		

MY MASTER PLAN

The Things That Matter Most



	GUIDING VALUES	SWEET SPOT To Spend 90% of Your Time In	WON'T DO OR TOLERATE
	YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
	The Ultimate in Your Lifetime		
To Achieve			
To Enjoy or Experience			
To Be Remembered For			
	Twice As Good In 3 Years		
Passion Ratio	___ %	___ %	___ %
#1 Objective			
#2			
	Achieve This Year		
Passion Ratio	___ %	___ %	___ %
#1 Goal			
#2			

QUARTERLY PLAN

PLAN FOR QUARTER ___ OF _____



	YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
Passion Ratio	___ %	___ %	___ %
#1 Project			
Other Projects?			
#2			
#3			
Tods #1			
#2			
Habit To Start*			
Stop			
Actions to take this week?			

* Choose 1 of the 17 habits from the book.

QUARTERLY RESET

REVIEW OF QUARTER ___ OF _____



YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
Biggest achievements?		
Biggest challenges or disappointments?		
Passion Ratio: How much energy did you invest this quarter?		
___ %	___ %	___ %
What would have been ideal for you to be your best?		
___ %	___ %	___ %
What do you need to Start or Stop doing to be on track with your Annual Goals?		

QUARTERLY PLAN

PLAN FOR QUARTER ___ OF _____



	YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
Passion Ratio	___ %	___ %	___ %
#1 Project			
Other Projects?			
#2			
#3			
<hr/>			
Toads #1			
#2			
Habit To Start*			
Stop			
Actions to take this week?			

* Choose 1 of the 17 habits from the book.