

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

**YOUR
OXYGEN MASK
FIRST**

WORKBOOK



KEVIN N. LAWRENCE

17

PLAN, PLAN AND PLAN AGAIN

Have a simple, all-encompassing,
one-page Master Plan for work,
self and life.

*“Everyone has a plan ‘till they
get punched in the mouth.”*

MIKE TYSON, prize fighter

Three Steps to Mastery

1. Commit to annual planning

For your annual planning, use the *My Master Plan** worksheet.

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?		

* Digital downloads available at Lawrenceandco.com/Books

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						

QUARTER 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			
Toads #1			
#2			
Habit To Start*			
Stop			
Actions to take this week?			

* Choose 1 of the 17 habits from this book.

2. Re-plan quarterly

Use the *Quarterly Reset** worksheet toward the end of each quarter to:

- Review and reflect on your work, self and life results from the previous quarter.
- Plan your focus for the coming quarter.

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?		

* Digital downloads available at Lawrenceandco.com/Books

QUARTER 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			
Toads #1			
#2			
Habit To Start*			
Stop			
Actions to take this week?			

* Choose 1 of the 17 habits from this book.

Gut Check

How disciplined are you about planning and regularly re-planning for work, self and life?

On a scale of 0 (low) to 10 (high): _____

Simple Summary

Your achievements will be greater, and you will enjoy life more, if you make proper planning and re-planning an annual and quarterly discipline.



About Coach Kevin

CEOs typically place their first call to Coach Kevin with a crisis to solve. They stay because of his business acumen and no-holds-barred, tell-it-like-it-is style.

Kevin's career spans 20 years and four continents. He's worked with hundreds of CEOs and executives, helping them to break through business challenges, grow their companies and find personal success along the way.

These experiences inspired Kevin's book, *Your Oxygen Mask First*, in which he reveals the 17 habits every leader must know to transcend the perils of success, and achieve even more.

Kevin is a Coach Emeritus with Gazelles—a rare distinction. He is a key contributor to *Scaling Up (Mastering the Rockefeller Habits 2.0)*.

Based in Vancouver, Canada, Kevin can often be found tearing up the racetrack, or adventuring in the outdoors with his wife Angela, son Brayden and daughter Ashley.

About Lawrence & Co.

We don't do best practices. And we are not for the faint of heart.

We offer real, unvarnished insight and tools based on 20 years of actual business experience, working with some of the world's most successful high-growth companies.

We cut through fear, time-wasting and abstract theories to get our clients to sound strategies, strong balance sheets and optimal profitability.

We believe in ease and simplicity, because complexity is over-rated and inefficient.

If you want a phenomenal business and an amazing life, get in touch.

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