



## LEADERSHIP COMPETENCIES

Awareness &  
Insight

Building High  
Performing Teams

Building Networks

Building Trust

Business &  
Financial Acumen

Coaching &  
Mentoring Others

Communication &  
Listening

Driving for Results

Influence &  
Diplomacy

Risk Taking

Strategic Thinking &  
Visioning

Taking Initiative

## Driving for Results

“Never confuse activity  
with productivity.”



LAURA STACK

## What To Do, When There's Too Much to Do

In this Success Talk you'll learn how to:

- Work less and achieve more
- Manage the influx of information you receive each day

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## APPLICATION SHEET

### LEADERSHIP COMPETENCIES

Laura Stack suggests strategies for doing more in less time. Using Laura’s “Triage Workplace” strategy, list your current tasks by category below so you can organize your time to accomplish more of what you need to do:

Awareness & Insight

Building High Performing Teams

Building Networks

Building Trust

Business & Financial Acumen

Coaching & Mentoring Others

Communication & Listening

Driving for Results

Influence & Diplomacy

Risk Taking

Strategic Thinking & Visioning

Taking Initiative

Triage Categories	My Tasks and How I Will Complete Them
P1 You will get fired if this isn't done today	
P2 Valuable long term activity that should be done soon	
P3 Someone will be unhappy if you don't do this eventually	
P4 Human "pain management" activities	