

Personal Focus Meeting — Level TWO | Journal Guide

Name

Location

Day / Date

Time

The purpose of this PFM is to Create Space to think. See Chapter 10 in Leaders Create Space for more information.

Black pen — Your voice to you; it's the historical perspective from the Story.

Step 1 *What's happened in your story since your last PFM? What went well? Not so well? What's going on in your world? What are the headlines?*

Green pen — Your voice, directed outside yourself. Curious, humble & hungry for truth in the Story.

Step 2 *What are you **grateful** for? Who do you **appreciate** right now? Where are you **challenged** — feel stuck or frustrated?*

What are you thinking about? What's on your mind? What decisions are you facing?

What's challenged your leadership recently, what happened in the story? What did you want to happen? What do you believe about what happened? About the other person? Yourself? How must you change to change the Story, how might you edit the Story? (Ask open-ended questions.)

Red pen — The voice of your Next Level Leader. The one who knows you, has hope for your future success, cares about you, and is a **trusted authority** in your life.

Enjoy the freedom to write in first person, just as if your Next Level Leader is speaking to you. Write your first name to get started.

Step 3 *This involves **active listening**. An opportunity to capture insights, hear truth, and receive direction, solutions, and creative possibilities regarding what you wrote about in step 2. Connect the dots. "What if...?"*