



# Calm Person in The Boat Cheat Sheet

To develop the skills to be your best in your Last 8% moments requires commitment, planning and action. Writing down a plan and keeping it by your desk or on your phone/tablet will provide you with the best opportunity to be a Calm Person in the Boat during this challenging time.



## Questions to ask yourself today

What is a Last 8% Situation, Decision or Conversation I am facing? Write down the situation:

What are my *Avoid or Make or Mess* **Predictable Default Behaviors** that I need to be aware of? Be descriptive:

How do I want to show up as an Exceptional manager, team member or partner/ spouse in my Last 8% situations?  
How do I want people to experience me? Write down you at your best (the qualities that you aspire to):

## The Last 8% Plan: How I See – COA

Step 1: What can I **Control**? What am I trying to control that I really cannot?

Step 2: How can I see this Last 8% as an **Opportunity**? Push yourself to come up with a list 10 (yes, 10!):

Step 3: What **Action** can I immediately take to get some momentum?

## The Last 8% Plan: Habits: Morning Routine

What is a morning routine that can help prepare for the day? That helps me set the tone?

## The Last 8% Plan: Empathy – Don't Confuse Impact for Intent

Remember, we jump to judgement based on less than 5% of available information, especially when under pressure. Get more information before you jump to judgement. You can do this! You can be the courageous and calm person you want to be during this challenging time and be a real model for everyone around you!

