

Every Day Is Friday WORK BOOK



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WELCOME

This workbook equips you with a high-level strategic roadmap to make every day feel free, fun, and fulfilling - like **FRIDAY!**

With your desire, focus, and commitment you'll have what you need to be a strategic rock star.

Ready to lead yourself and your organization in a whole new way? Then keep reading!

WHAT IS YOUR VISION?

(Personal/Company Vision)

What Do You Envision For Our World?

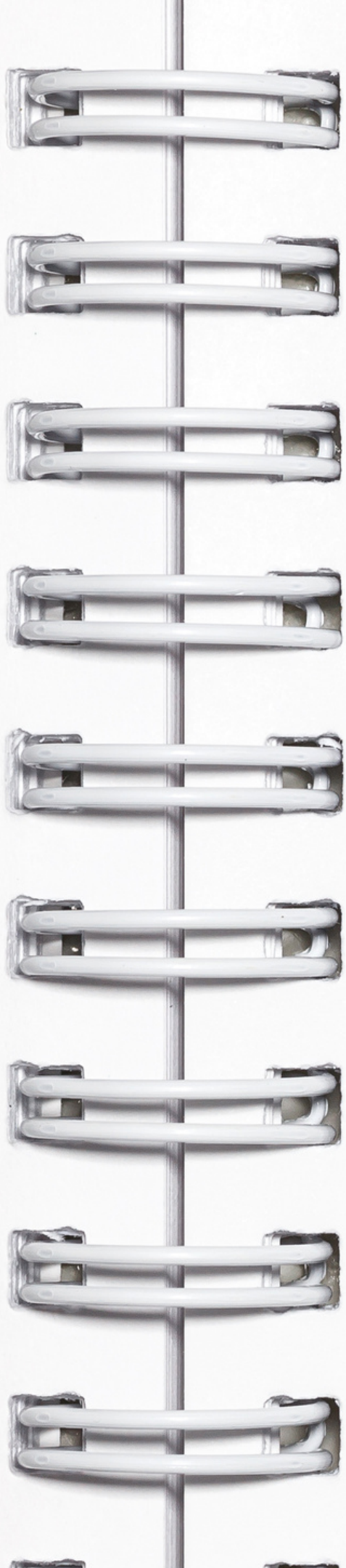
e.g., A world where we inspire, influence & empower one another while honoring more feminine ways of leading.

Who Is Your Organization Being?

e.g., To be the world's most respected service brand.

***Prompt:** What is your company's vision? What does your dream professional life look like? How closely does your company vision align with your professional vision?*





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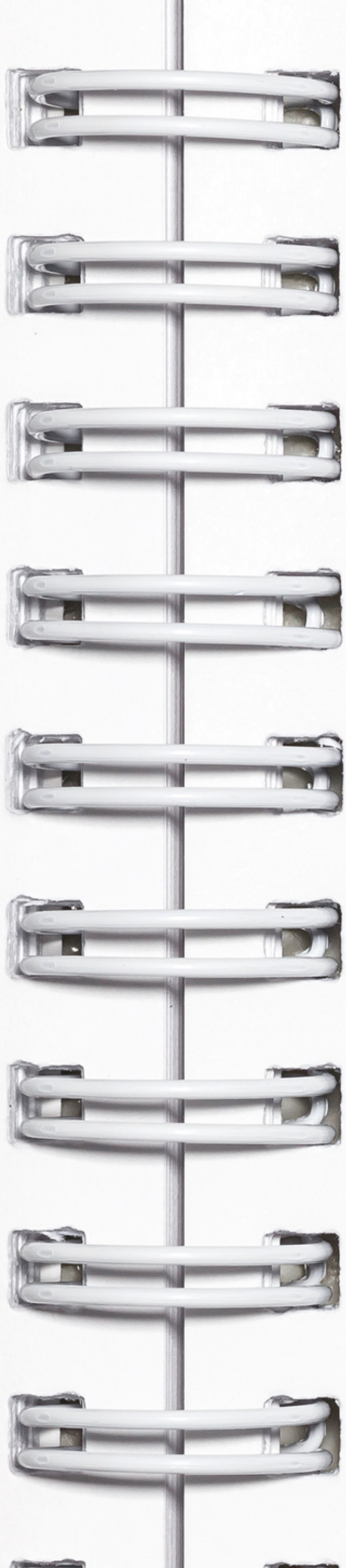


ALIGN YOUR ACTIONS WITH YOUR VISION & MISSION

Your ***mission*** is how your organization will obtain
your ***vision***. It is action oriented.

"To connect the world's professionals to make them more
productive and successful." LinkedIn

Prompt: How clearly defined is your mission statement?
How aligned are you and your team's actions with your
company's mission statement?



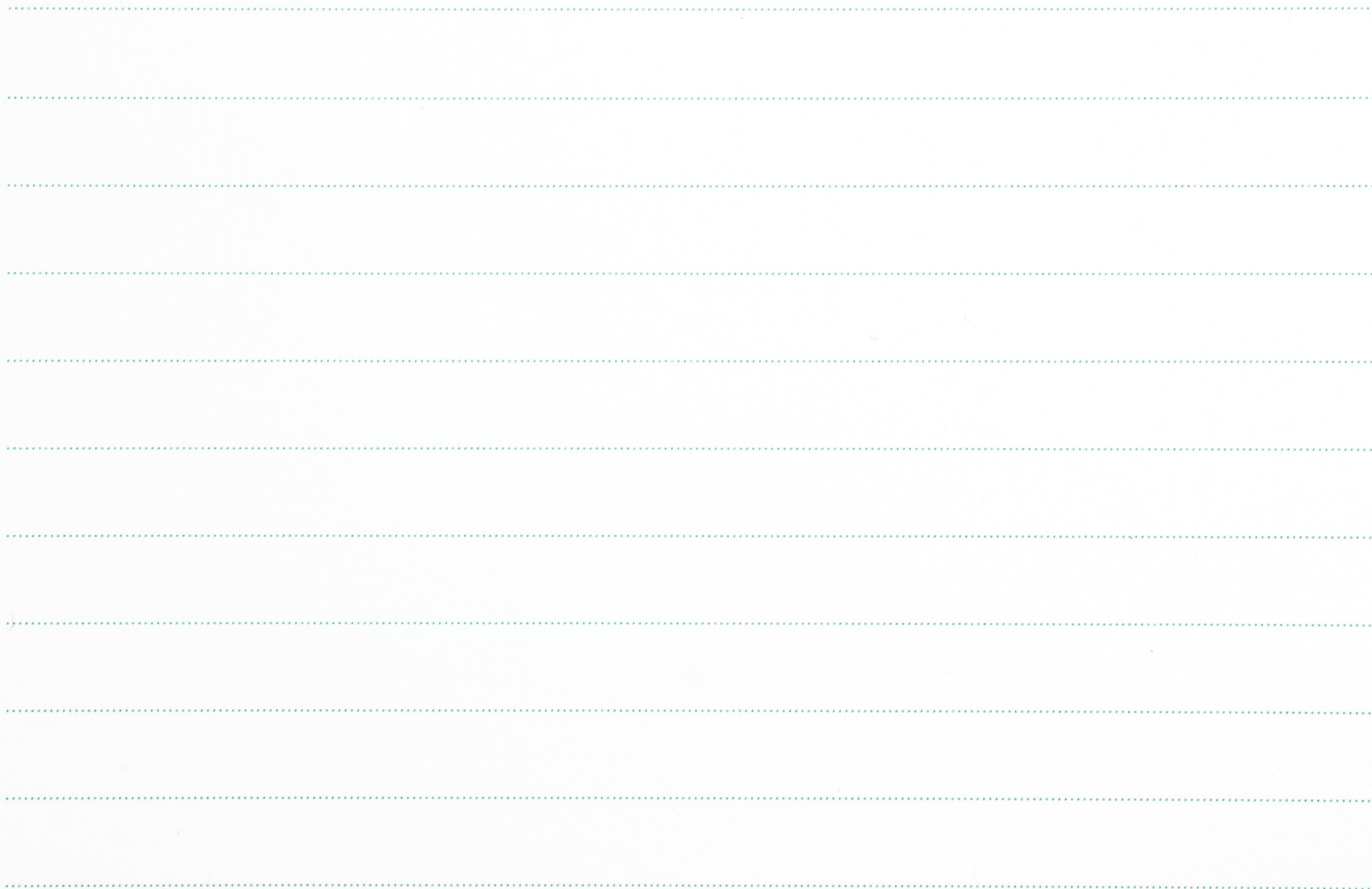
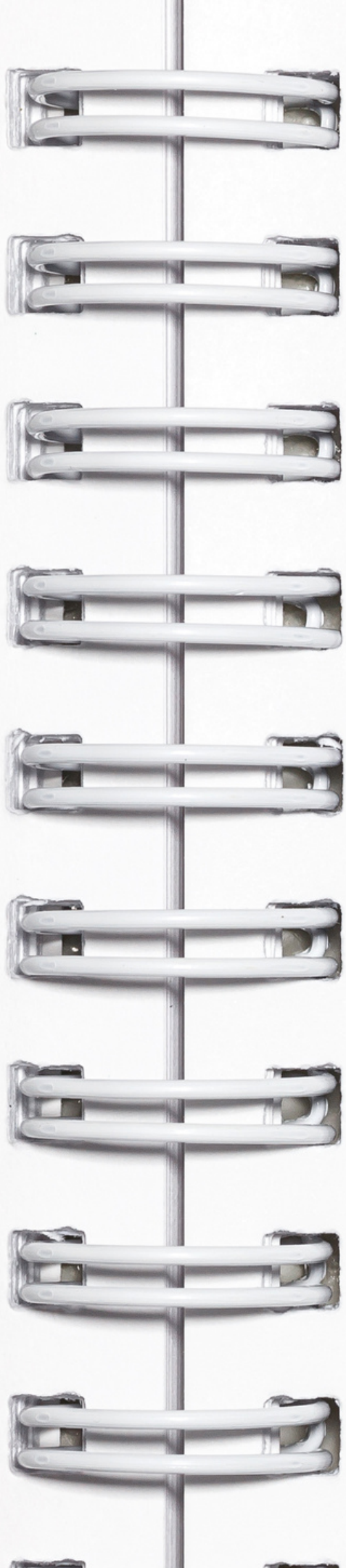
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TAP INTO YOUR CREW

We define Crew as the highest quality relationships key to your professional and personal success, e.g., Mentors, advocates, coaches, life and business partners, etc. They can also be notable figures whom you admire from afar.

Prompt: Who is on your Crew (People who are 100% committed to your success)? How connected are you to professionals who can support your goals?



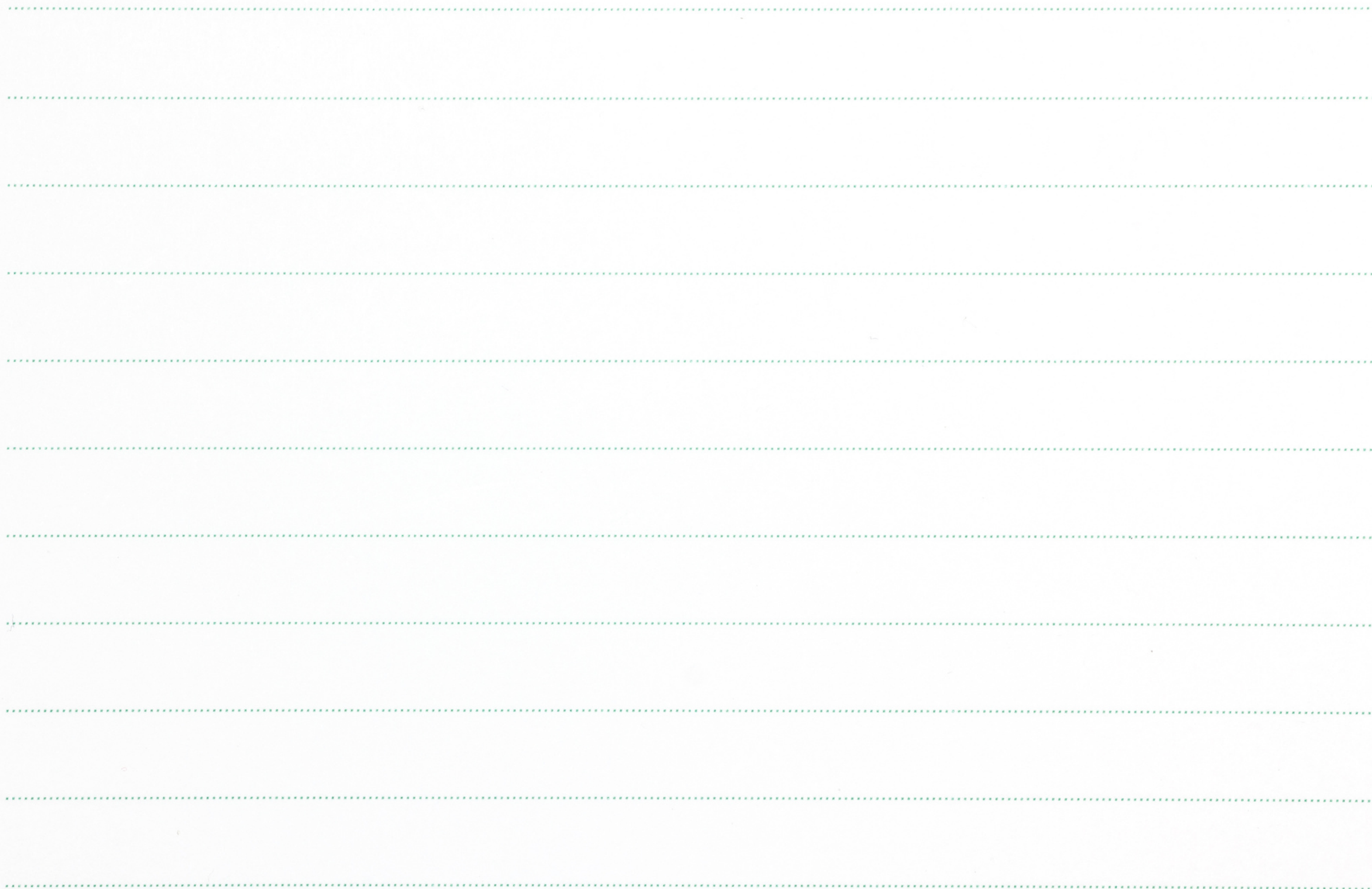
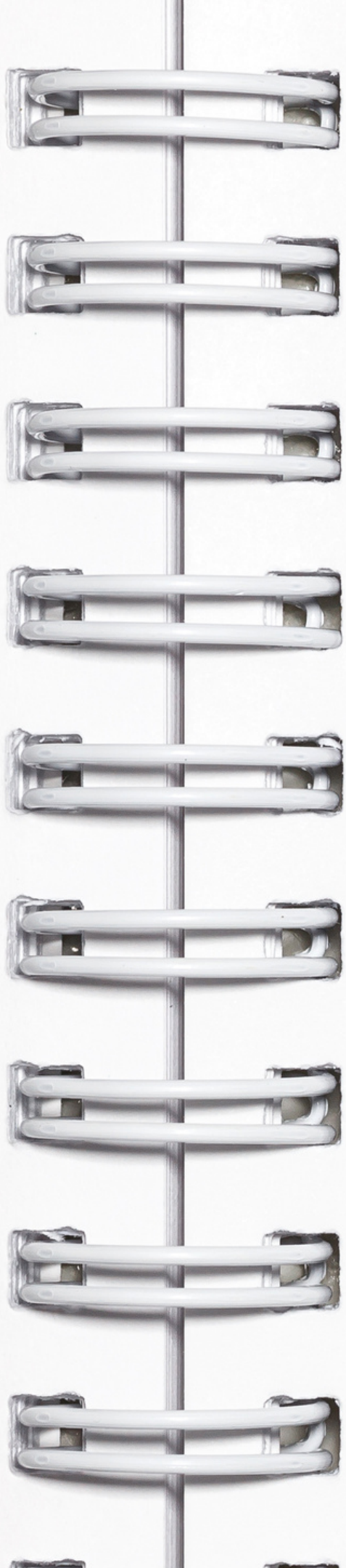




WHO ARE YOUR IDEAL CLIENTS?

Your ideal client(s) are either internal (employees) or external to your organization. They are those you most want to serve and value your products and services.

Prompt: *How well does your daily workflow serve your ideal client(s)? How profitable and well balanced is your customer portfolio?*



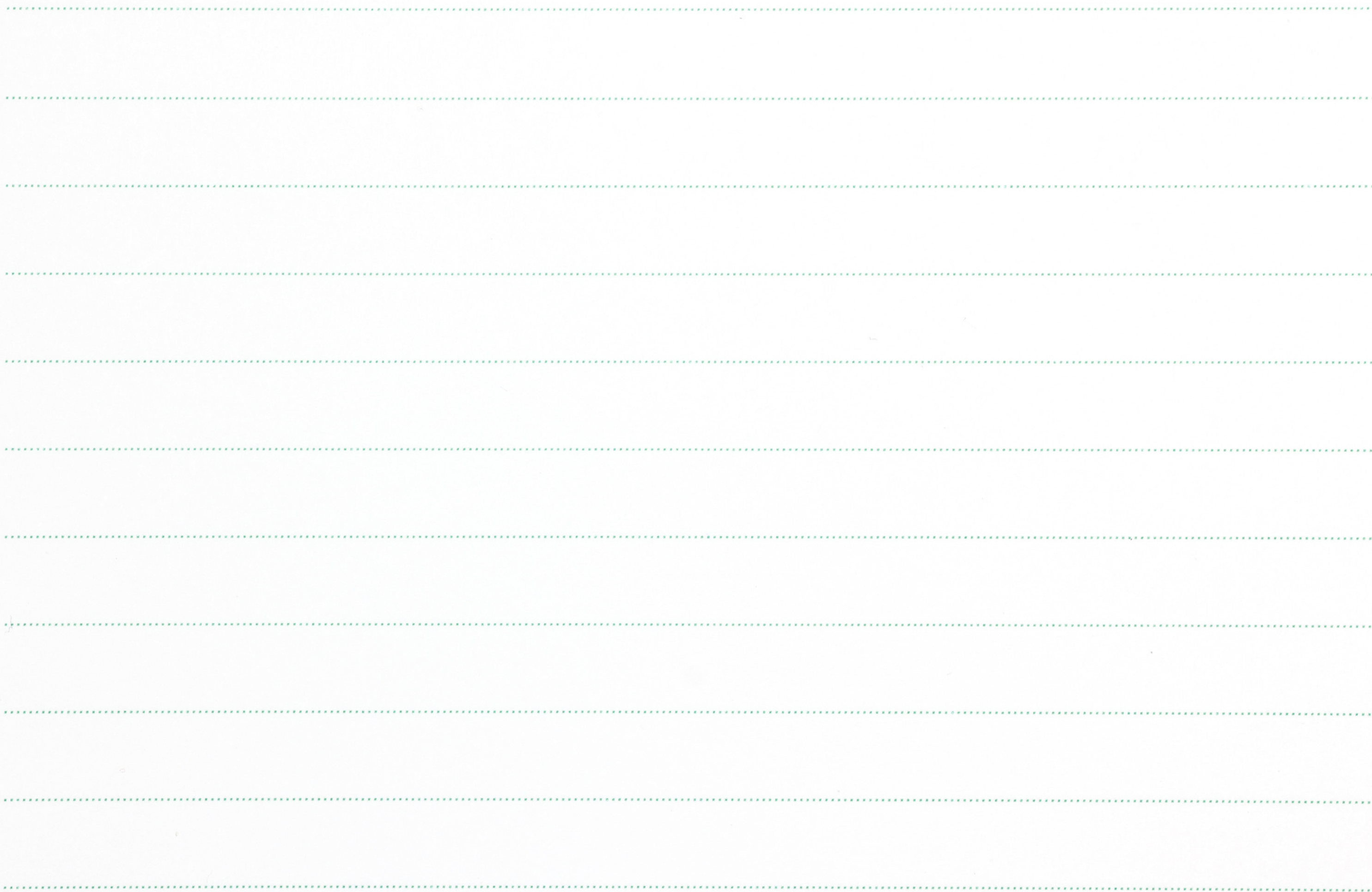
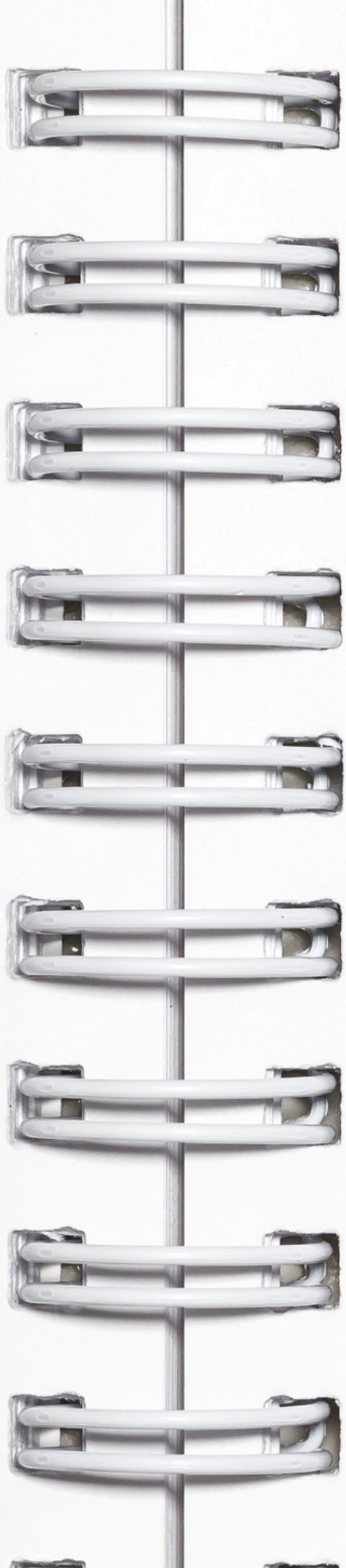
TRANSFORMATION: HOW OUR BELIEFS IMPACT OUR POSSIBILITIES

Your beliefs are the messages you tell yourself and others that help or hinder your success.

e.g., Positive beliefs I have enough time and money for the most important things."

***Prompt:** What are your beliefs, and how much do they support your strategic plan?*



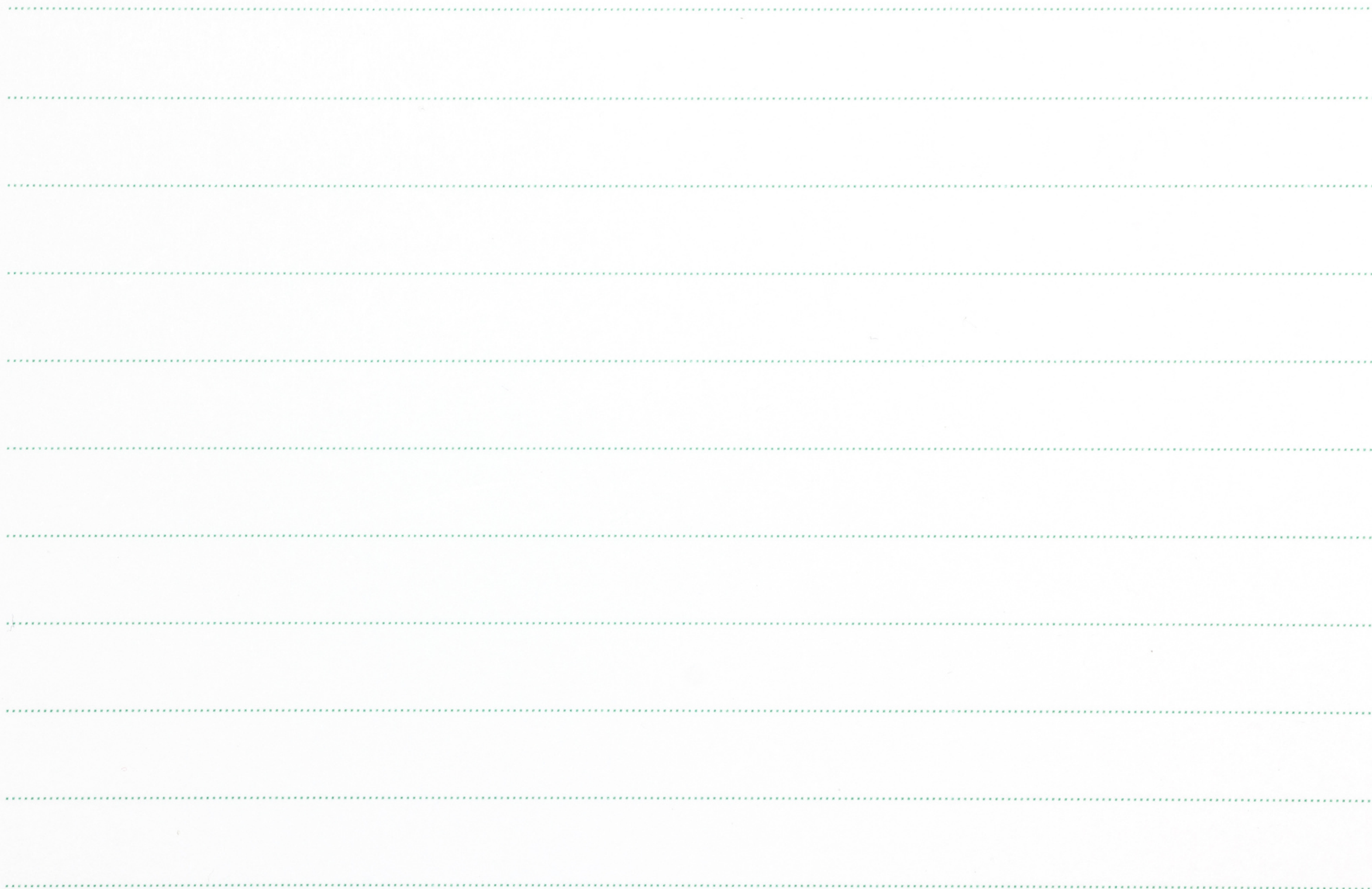
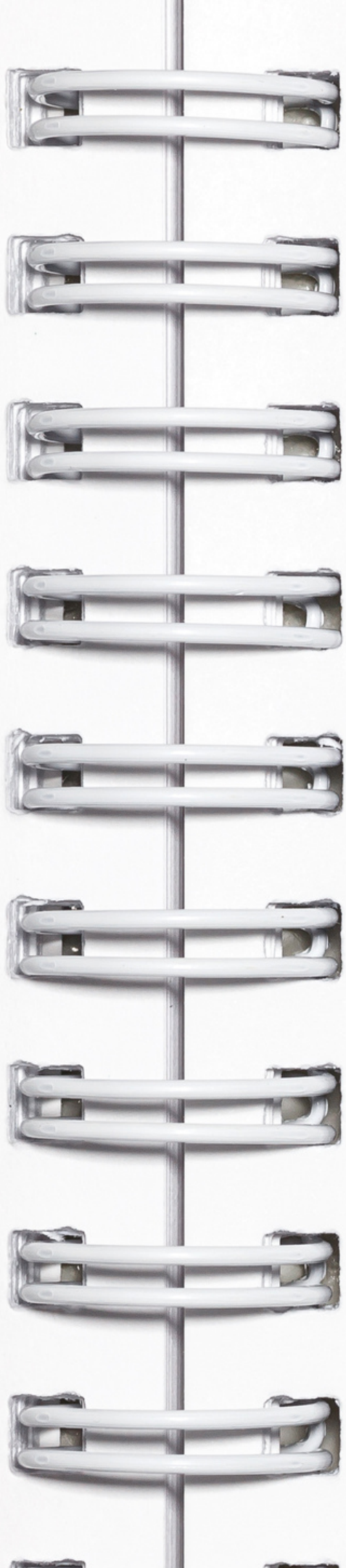


HOW TO CREATE TRANSFORMATION: (Transformational Commitments)

These are consistent actions and behaviors that support your **vision** becoming a reality.

Prompt: *What actions are you taking consistently to support your vision?*



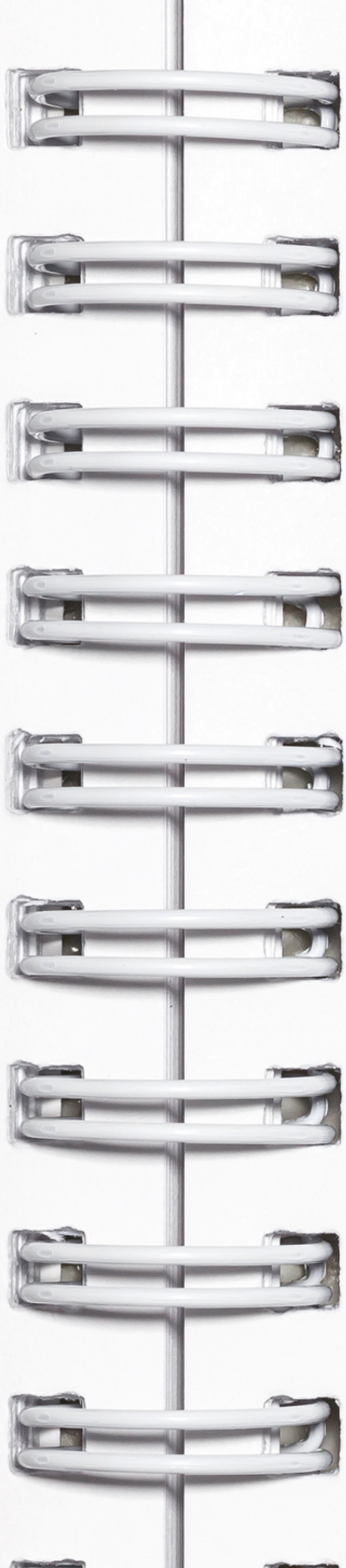


HOW TO RISE THROUGH ADVOCACY (Development)

Development items include assignments and next steps that will help you and your team through your growth process. It's also knowing the strengths upon which you can build.

Prompt: *How clear are you on your strengths? How clear are you on your growth opportunities? How well do you support others with their development?*





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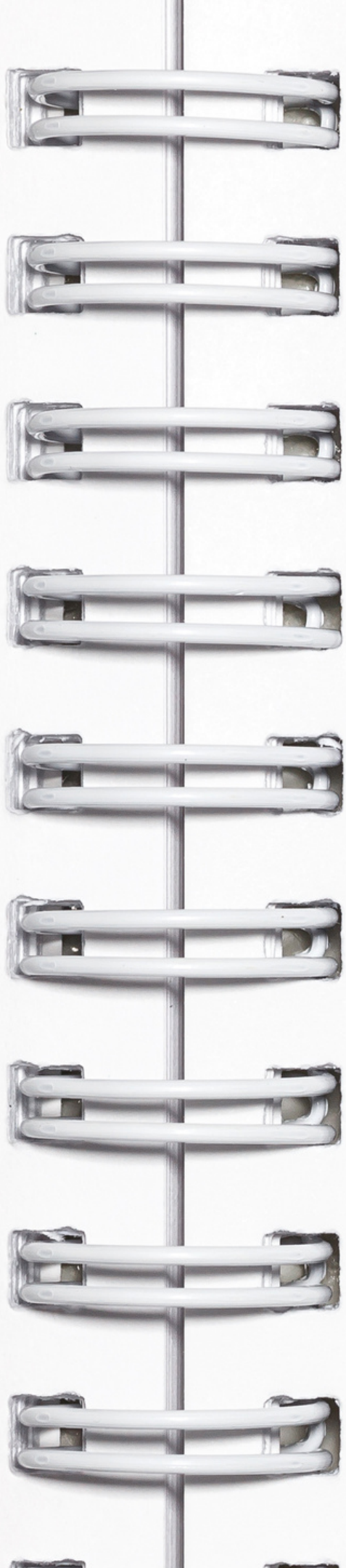
WHAT IS YOUR TRANSITION PLAN?

(Transition Actions)

This is how you will move into your next position, e.g., selling your company and sitting on the board or passing the baton to another leader by building a succession plan.

Prompt: *How developed is your transition plan? How clear are you on the factors that need to be analyzed for transition e.g., Valuation, Financial forecasting, future state processes etc.? How clear is your timeline?*





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