



POWERSHEETS TEAM GUIDE



It's safe to say that few things have changed the trajectory of our company more than using PowerSheets. They've helped us understand our mission, get on the same page, achieve big goals, work through conflict, cultivate team unity, and tend to relationships. Though PowerSheets were designed for individuals, they can be equally transformative when used as a group.

In this guide, we're sharing a few of our tips, tricks, and best practices for using them successfully with your team. We're cheering you on, and can't wait to see what you accomplish together!

The Cultivate team



ON FACEBOOK
[fb.com/laracasey](https://www.facebook.com/laracasey)

ON INSTAGRAM
[@cultivatewhatmatters](https://www.instagram.com/cultivatewhatmatters)



GETTING STARTED USING POWERSHEETS FOR YOUR TEAM

DECIDE WHO WILL BE A PART OF THE POWERSHEETS PROCESS. If your team is smaller than ten and you want everyone to be empowered as a decision maker with buy-in, we'd recommend doing every part of the process together. If you have a larger crew with a separate leadership team, consider doing the monthly prep work with your fellow leaders and then sharing the results with the rest of the company.

SET ASIDE A LARGE CHUNK OF TIME TO COMPLETE THE INITIAL PREP WORK. Our team reserves two half days (usually 10am-1pm on two consecutive days) in December to work through our PowerSheets and prepare for a new year of business. We mentally prepare in advance, block off the time on our calendar, turn off our email, and show up with open minds.

 **A TIP:** *Don't be afraid to do this if it's not December! This prep work is valuable at any time.*

DON'T BE AFRAID TO REFRAME THE PROMPTS. Since PowerSheets were originally designed for individuals, you might have to get creative to adjust some of the prompts for a group. Get messy! Cross out, add options, and make the process work for you. For example,

EXAMPLE

In the prep work on page 9, you may want to fill out the “words that describe me” section by choosing words that describe your business, but hear from individual team members on “ways I’m most encouraged.”

GET FULL PARTICIPATION. Set the expectation right from the start that you want full participation from the group to get the most out of the process. Share what's at stake (how doing PowerSheets could change the company's and each individual's future!), and don't be afraid to directly ask for input from quieter members of the group as you go along.

EQUIP EVERYONE WITH THEIR OWN POWERSHEETS, TOO. We recommend keeping one set of PowerSheets for the company, and equipping each of your team members with their own set to track their individual goals. Once the company's priorities have been set, team members can do their own prep work and fill out their tending lists in a way that supports and reflects those priorities.

EXAMPLE

TEAM GOAL: *Meet our sales goal for the spring webinar launch*

INDIVIDUAL GOAL: *Send out a newsletter announcing the webinar with a clear call to action*

KEEP YOUR POWERSHEETS VISIBLE. We keep our company PowerSheets open to the tending list page in the area where we gather for meetings, at the center of our office. For our remote employees, we also post a photo of each month's tending list in Asana, the project management system we use.

KEEP YOUR POWERSHEETS GOALS FOCUSED ON THE TEAM. When we decide on our monthly, weekly, and daily goals for each month, we prioritize the initiatives and projects that touch the most people, have the highest priority, and have the opportunity to make the greatest impact. Individual or departmental goals should stay on individual PowerSheets.

EXAMPLE

TEAM GOAL: *Celebrate Cultivate Appreciation Day*

INDIVIDUAL GOAL: *Finish writing the "How to Set Goals" E-book*

HOW TO INCORPORATE YOUR POWERSHEETS INTO TEAM MEETINGS

EVERY WEEK

Every week, our team gathers for an hour-long “tactical” meeting. We focus on what’s at stake right then; we hear updates on our initiatives, finances, customers, and employees; and we solve a limited number of problems.

An important part of our meeting is checking in on our tending list, and discussing where we are with our monthly, weekly, and daily goals. We fill in the progress bar for monthly goals as appropriate, and discuss outstanding to dos to bring each goal to completion.

 **A TIP:** *It can be easy to gloss over daily or weekly goals with general nods, but pause to get specific examples from team members about how they have lived out or accomplished those goals in the past week. Not only will getting specific help with accountability and forward progress, but it will give other team members food for thought about how they can help forward that goal, too!*

EVERY MONTH

Once a month, we reserve a longer meeting time on the calendar to work through the monthly prep (usually an additional half hour). Each quarter, we take about an hour to walk through the quarterly goals refresh. Be intentional about planning for these longer meetings and be open to the possibility that real change in the way you do things, or your goals, could come out of them!



CULTIVATE

WHAT MATTERS