



Creating Clarity In a Crisis

This resource will help you to make sense of what is important right now, as you respond to crisis and lead yourself and your team with clarity, confidence and self-care.

Creating Clarity in a Crisis



First things first, people. It's not reasonable to believe we should become productive *immediately* when coping with a crisis.

Anxiety, stress and fear may see you (and your team) react in unusual ways. Be kind to yourself, give yourself time to process all those emotions and adjust to the new situation.

The following activity will help in this process. We're going to help you:

- Identify what's *truly important* to you right now.
- Set *great standards* that will see you living and working in a way you can be proud of during this time.
- Identify *daily actions* that will see you living and working to a high standard.

This will help with achieving clarity and focus in the midst of what can feel like uncomfortable and frightening chaos.



STEP 1 – THE *5 Most Important Things*



What are the 5 most important things for me right now?

During a crisis, whether it be a societal event or a personal upheaval, we're often swamped with information from the media, family, workplaces and friends. It can feel *overwhelming*.

Take a moment to identify the 5 most important things to you right now in preparing for or navigating the crisis you are experiencing.

These will be the things keeping you awake at night, or the 'burning issues' that you just know you need to attend to.

They may include things like:

- your physical and mental health
- keeping your family safe and well
- financial situation
- relationships
- work performance
- business results
- staying connected to loved ones
- supporting your community

These will become the focus areas that will guide your actions for navigating the crisis.

So, what are your **5 MOST IMPORTANT THINGS**? Use the Worksheet on the second last page to write these down.

STEP 2 – *Establish Standards*

What standards will I ‘live by’ during this period?

Now, for each of these 5 MOST IMPORTANT THINGS, identify the GOLD STANDARD that you want to hold yourself to throughout the crisis so you can maintain a good quality work and personal life.

For example, if you have Physical Health as one of your MOST IMPORTANT THINGS, a good standard might be:

*“I want to be fitter and healthier after this crisis than I was before it began.”
(Imagine that, how awesome!)*

A low standard would be: “I want to avoid getting sick.” Feel the low, negative vibe of this? Ugghh, yuck.

So, frame yourself up some positively worded STANDARDS and have them reflect the highest intentions you can possibly achieve given the situation right now.



STEP 3 – *Daily Actions*

Identify the daily actions that you can take to help you reach the standards you have identified. Plan your days to ensure your actions are in line with those standards you have decided to live by.

Let's say one of your most important things was *'Staying connected with loved ones'*, and your standard was *'I want to offer practical help and care to my loved ones, so they feel my support.'*

What daily actions could you take to live into this standard? Some ideas are to offer to bring meals, walk their dog, arrange groceries, mow their lawn.

Use the worksheet to note actions for each most important thing and standard.



The 5 Most Important Things

Worksheet



My 5 MOST IMPORTANT Things:	
1.	
Standard:	Daily Actions
2.	
Standard:	Daily Actions
3.	
Standard:	Daily Actions
4.	
Standard:	Daily Actions
5.	
Standard:	Daily Actions



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LEADERSHIP & LEARNING



Congratulations on completing the Creating Clarity in a Crisis coaching tool. We encourage you to share this resource with your team so they can also create a positive mindset through a time of crisis.

Please reach out for a conversation. I'm here to help you.

Lead yourself well and everything else falls into place.

- Angela Koning -

Let's Connect!



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