

The 4Qs Review

A strategic, reflective tool

The 4Qs is a neuroscience based tool that poses four questions

Why we do The 4Qs

- PRINCIPAL: To start and end the day as a leader
- To develop strength in being reflective to increase awareness
- To study our success so we can amplify it and fully leverage it
- To honour our whole life by 'closing work' and releasing fresh energy for life

How we do The 4Qs

- We schedule 'close work day' as a calendar entry for every work day
- It's scheduled for 15 minutes before the work day ends
- We plan our day so that we are prepared to complete our tasks by then
- We take around 10 minutes to do the 4Qs reflection process
- We ask the questions in the order presented

Question 1

What worked or went really well today?

- List at least 3 items from your day at work
- Must be items we did or had a direct hand in creating the success

QUESTION 2

What did I bring that resulted in that success?

- For each of the three items we listed in Q1, now list at least 3 qualities, skills, traits, values or resources you were using
- We list 3 different traits for each item so when we complete Q2, we will have identified 9 personal success drivers we drew on today

QUESTION 3

What's not resolved that needs to be addressed?

- This is where we put our attention on the things that didn't go well and choose how to address them tomorrow
- We are able to address these more effectively now as we've topped up our optimal brain resources through this process

QUESTION 4

What will I now do to refuel myself so I can continue to be optimal?

- Here we intentionally choose to do something that will re-energise us
- Then we recommit to ourselves to going as hard on our downtime as we do on our uptime (we know the quality of our downtime has a direct impact on our uptime)