

PROACTIVELY CHANGING AGREEMENTS THAT AREN'T WORKING FOR YOU

This is perhaps the single greatest shift move of all - the ability to proactively change agreements that no longer work for you. Having completed the agreements inventory on the previous page, you now know what they are. The question is what are you going to do about it?

I've had the privilege of witnessing some people do a truly fantastic job of proactively changing agreements and I want to share a proven formula for changing agreements with you here. You can use this to insert what you want to say under each heading.

1. Acknowledge the original agreement. *I've noticed that I agreed to present out on the findings from my report at next week's staff meeting.*
2. Reveal what's changed for you and state what you are now willing to agree to. Do not use this step to make excuses. You are not negotiating or asking for permission. You are stating a fact of what you are willing to agree to. *I'm looking at the rest of my schedule for this week and realizing that the soonest I can complete this is the following Wednesday.*
3. Express respect/regard for the other person and create space for them to express what is true for them. *I care about how this will affect you and welcome your thoughts and feedback for me.*
4. Request confirmation. You are effectively requesting a new agreement - now you have to make room for their yeses and nos. *Will this work for you if I get it to you by Wednesday at 2 pm?*
5. Express appreciation. *I really appreciate how flexible you are with me. It helps me bring my best to this team. Thank you.*

So, what are you waiting for? Go on and proactively change any agreements that aren't working for you anymore! You're going to feel so free once you do! And it will free up tons of energy for the work you are most here to do. Good luck!