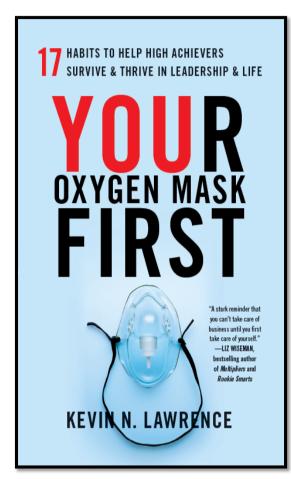


Your Oxygen Mask First Tool Kit



PRAISE FOR YOUR OXYGEN MASK FIRST

"Kevin has locked arms with my growth firm, Medix, for more than seven years and has consistently challenged our personal and professional leadership limits! His actionable tools turned out to be truly invaluable resources to our organization and helped allow us to scale as leaders. I encourage you to read and use this book as a resource for your professional and personal growth!"—ANDREW LINDURIS, President and CEO, Medix

"If you're looking for practical wisdom from a battle-tested field general of business coaching—look no further. This step-by-step guide enables CEOs to tap into their hidden wells of greatness—redefining success as much more than a healthy balance sheet."

—VERNE HARNISH, Founder of Entrepreneurs' Organization (EO) and author of Scaling Up (Rockefeller Habhis 2.0)

"This isn't the normal business blather. If you are serious about growing yourself as well as growing your business, Newin's book is invaluable. These tools are the best collection I've seen. They are practical and exceptionally helpful for any high achiever looking to grow and improve. If you just take one of these tools and practice it regularly, I have no doubt you'll improve your life and your business."—BEN GODSEY, President and EED, ProService Hawaii

"Your Onygen Mask First files in the face of what we've been taught about achieving success. Kevin shines light on the fallacy that being successful at work is the be-all and end-all, while giving his readers the strength, clarity, and confidence to make rapid and insightful changes."—ANKUR GUPTA, Joint Managing Director, Ashiana Housing Ltd.

"Kevin has been coaching CEOs and their teams for close to 20 years—he's one of the best in the biz—and his content in Your Oxygen Mask First is a must-read for any leader today." —CAMERON HEROLD, Founder of COO Alliance and author of Double Double, Meetings Suck and The Miracle Morning for Entrepreneurs

"One of the biggest challenges for a highly successful leader in a growth company is motivating yourself on a regular basis. Kevin hit it out of the park with ideas and tools to help motivate me for a lifetime!"—BRENT PARENT, CEO, Material Handling Services





ANNUAL REVIEW

How Did The Year Go?



YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community		
Your biggest wins or achievement	s of the year?			
Your biggest challenges, frustration	ons or disappointments?			
The biggest lessons from your mis	stakes?			
Passion Ratio: How did you invest your energy this y	<i>y</i> ear			
%	%	%		
What would have been ideal for you to be your best?				
%	%	%		
If you could do the year over again	, what would you do differently?			

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MY MASTER PLAN





	GUIDING VALUES	SWEET SPOT To Spend 90% of Your Time In	WON'T DO OR TOLERATE
	Volla Wark	VOUD 071 7	V2115 1 155
	YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
	The Ultimate in Your Lifetime		
To Achieve			
To Enjoy or Exoerience			
Го Be Remembered For			
	Twice As Good In 3 Years		
Passion Ratio	%	%	%
#1 Objective			
#2			
	Achieve This Year		
Passion Ratio	%	%	%
#1 Goal			
#2			



QUARTERLY PLAN





	YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
Passion Ratio		%	%
#1 Project			
	Other Projects?		
#2			
#3			
Toads #1			
#2			
Habit To Start*			
Stop			
	Actions to take this week?		
	* Chaose 1 of the 17 habits from the hoo		

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QUARTERLY RESET

REVIEW OF QUARTER __ OF _____



YOUR WORK	YOUR SELF	YOUR LIFE			
Career, money and investments	Being happy, strong and healthy	Friends, family and community			
Biggest achievements?	· · ·				
Biggest challenges or disappoint	ments?				
Passion Ratio:					
How much energy did you invest this	s quarter?				
%	%	%			
What would have been ideal for you	to be your best?				
%	%	%			
What do you need to Start or Stop doing to be on track with your Annual Goals?					



QUARTERLY PLAN





	YOUR WORK Career, money and investments	YOUR SELF Being happy, strong and healthy	YOUR LIFE Friends, family and community
Passion Ratio	%	%	%
#1 Project			
	Other Projects?		
#2			
#3			
Toads #1			
#2			
Habit To Start*			
Stop			
	Actions to take this week?		
ļ	* Choose 1 of the 17 habits from the boo	k.	