



The Double Win *Cheat Sheet*

Are You Moving Toward Overwork or the Double Win?



Overwork Principles

1. Work provides the primary orientation for life.
2. Constraints stifle productivity.
3. Work-life balance is a myth.
4. A person should always be busy.
5. Rest wastes time that could otherwise go toward work.



Double Win Principles

1. Work is only one of many ways to orient your life.
2. Constraints foster productivity, creativity, and freedom.
3. Work-life balance is truly possible.
4. There's incredible power in non-achievement.
5. Rest is the foundation of meaningful, productive work.



Strategies to Apply the Double Win

For Individuals

- 1 IDENTIFY WHAT YOU WANT**
Start by getting clear on what the Double Win looks like for you. What would a thriving professional life look like? What would a thriving personal life look like? What are your non-negotiables?
- 2 COMMUNICATE WHAT YOU WANT**
Have a conversation with the people you're accountable to, draw new boundaries, renegotiate old deals, and redefine existing relationships as needed.
- 3 ARRANGE YOUR LIFE TO GET WHAT YOU WANT**
Work is most enjoyable when you're great at what you do, and you love it. Wherever possible, find ways to eliminate, automate, or delegate anything that doesn't meet those criteria.



For Leaders

- 1** **MODEL THE DOUBLE WIN**
As a leader, you set the pace. Your people will model what you do: so live the Double Win.
 - 2** **CONNECT THE DOTS FOR YOUR PEOPLE**
Share the company goals and vision often, and talk through what role individual jobs play in achieving that vision so your team can focus on what matters.
 - 3** **GIVE YOUR TEAM MORE AUTONOMY**
Once you've connected the dots for your team so they know what is most important, loosen the reins and let them figure out the best way to accomplish their goals.
 - 4** **CONSTRAIN THE WORKDAY AND WORKWEEK**
When you hire high-achievers, the challenge is to keep them from driving themselves to overwork. Set a firm work schedule, and absolve employees from replying to emails, Slack messages, or any other work communication after-hours.
 - 5** **RESOURCE YOUR VISION**
Your vision as a leader will always be bigger than your resources. Know how much you can ask of your people, and give them the resources to get it done without becoming a taskmaster.
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