

# SEIZE

## THE LESSONS

Are you too busy doing that you fail to capture the lessons that you are learning along the way?  
If so, put this **SEIZE** acronym into practice.

# S

## STOP

You must periodically hit the 'pause' button and stop doing so you can reflect on what has transpired over a given week, month, or quarter.

Look back through your emails, notes, and work completed. Explore to uncover what went well, where you struggled, and what you learned.

# E

## EXPLORE

# I

## IDENTIFY

Find the patterns in your behaviors and results. List possible takeaways or lessons worth remembering.

Pick the most significant lessons and zero in on them. Don't try to tackle everything. Pick a couple of lessons that will serve you well.

# Z

## ZERO IN

# E

## EMPLOY

Hold on to those lessons. Share them with others. Create systems to reinforce them. Then, employ them when the time comes.