



5 GEARS

ACCELERATOR WORKBOOK



5 GEARS

CONNECTIVITY

Exercise 1 | Connected vs. Disconnected


























How connected are you in each Circle of Influence (Self, Family, Team, Organization, and Community)? If you are disconnected in one or more Circles of Influence, what is the main reason for the disconnection in each Circle?

THE 5 GEARS ASSESSMENT

Exercise 2 | Assessment & Rank Order

Step 1: For each Gear, use the “ASSESSMENT” column in the table below to give each Gear a “health” rating for yourself based on whether you think this Gear is Healthy (Green), Unhealthy (Red), or somewhere in between.

Step 2: Rank each Gear in the “RANK ORDER” column in the table below according to how difficult or easy you find each Gear. For instance, give a ranking of “1” for the Gear you find easiest to use. Give a ranking of “5” for the gear you have the most difficulty with.

GEAR	ASSESSMENT	RANK ORDER
5 th Gear: Focus Mode	    	
4 th Gear: Task Mode	    	
3 rd Gear: Social Mode	    	
2 nd Gear: Connect Mode	    	
1 st Gear: Recharge Mode	    	



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Exercise 3 | Your Most Difficult Gear

Which Gear do you find most difficult (i.e. the Gear you ranked above as #5)? Why?

STRESS GEARS

Exercise 4 | Stress Gears

Which Gear do you default to under stress? What is your Learning Opportunity here?



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HEALTHY VS. UNHEALTHY GEARS

Exercise 5 | Healthy vs. Unhealthy Gears

Reference the statements (in the reference section at the end), and circle any warning signs for each Gear that you recognize in your own life as indicating an unhealthy Gear. Then, in the space provided below, answer the “Key Question” for each unhealthy Gear and use the “How do you get healthy?” suggestions (also in the reference section) to plan how you will get healthy again.

5th Gear:

4th Gear:

3rd Gear:

2nd Gear:

1st Gear:

Reverse Gear:



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KNOW YOUR SETTINGS

Exercise 6 | Master Your Settings

SETTING	MOST APPROPRIATE GEAR?
Wake Up	
Early Morning Routine (Breakfast / Hygiene)	
Drive Time	
Work	
Break	
Work	
Lunch	
Work	
Break	
Work	
Drive Time	
Dinner	
Family / Personal Time	
Late Night Routine	
Sleep	

Exercise 7 | Trading Up

Where do you need to “Trade-Up?”



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Exercise 8 | Triggers / Markers

What are your Triggers / Markers for shifting Gears to be in the right Gear at the right time?

Exercise 9 | “Ahas” & Takeaways

What are your biggest “ahas” or takeaways for each of the following:

Healthy vs. Unhealthy Gears:

Mastering Your Settings:

Mastering Your Transitions:



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REFERENCE | 5 GEARS WARNING SIGNS

5th Gear Warning Signs: You know you have an unhealthy 5th gear if you:

- Are exhausted, ill, and close to burn out because you don't know how to stop working.
- Have long-term relational issues because in their opinion your work always comes first.
- Overuse 5th Gear & tend to crash into an unhealthy 1st gear.
- You see that your spouse, kids, and friends are no longer surprised when you are busy working.
- Notice people around you hinting that you are working too much.
- Make it a pattern of eating meals in front of computer or working instead of connecting.
- Stop being asked by people to be involved in social activities or casual connections.
- Connect only with people you work alongside.

4th Gear Warning Signs: You know you have an unhealthy 4th gear if you:

- Consistently start your day with email.
- Hear people consistently remark that you seem obsessed by work and tasks.
- Think that achievement is the driving motivation for your life.
- Set no boundaries on your time, and typically default to 4th Gear.
- Find that anxiety separation occurs when you are away from email or phone.
- Are consistently drained & never fully recharged.
- Feel like it takes a lot of effort to consistently get into a 2nd or 3rd gear context
- Struggle for consistent sleep and your mind is always problem solving.
- Are often physically present with your friend and family, but intellectually & emotionally absent.
- See a lot of activity, but fail to see any real signs of progress.

3rd Gear Warning Signs: You know you have an unhealthy 3rd gear if you:

- Procrastinate and avoid 4th gear work.
- Need a party to make life exciting.
- Have a lack of discipline and professionalism in your work.
- Never go deep enough and remain superficial in relationships.
- Flit in and out of social gatherings avoiding depth conversations.
- Have a reputation for being lazy or that work is an inconvenience.
- Appear to have a mask of superficiality and are reluctant to share.
- Fear missing out and others having a good time without you!

2nd Gear Warning Signs: You know you have an unhealthy 2nd gear if you:

- Obsess about the key relationships in your life and not the person you are talking to.
- Find that your constant desire for depth in conversation keeps you from valuing 3rd gear connectivity.
- Talk too much and for too long as your normal tendency in conversation.
- Spend an inappropriate amount of time caring for people at work rather than working.
- Put unrealistic expectations on people to connect, and eventually isolate yourself.
- Constantly struggle with having the right conversation in the wrong context.
- Are so present focused that you struggle to see the big picture.

1st Gear Warning Signs: You know you have an unhealthy 1st gear if you:

- Accept escapism from reality as your norm.
- Devote too much time to 1st gear and not connecting with others.
- Focus on exercise and diet so much to the point that it becomes overbearing or a barrier to relationships.
- Get lost in a new book or new idea most of the week.
- Find that your personal recharge routines constantly dictate everyone else's schedule.
- Are using work and study as an excuse to avoid people.
- Binge on TV series and use computer gaming to escape.
- Rely completely on a very small number of relationships without connecting to the broader world at all.



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REFERENCE | KEY QUESTIONS FOR EACH GEAR

- 5th Gear:** What do you think is causing you to overwork & how do you think it impacts those closest to you?
- 4th Gear:** Why do you find it so hard to stay present with those you care most about?
- 3rd Gear:** What's keeping you from working hard and going deeper with people?
- 2nd Gear:** How might your desire to go deeper actually be pushing people away?
- 1st Gear:** How does your need and preference for personal recharge impact the lives of those around you?

REFERENCE | GETTING HEALTHY IN ALL 5 GEARS

5TH Gear: How Do You Get Healthy?

- It is important to master your settings, by starting to schedule 1st, 2nd, 3rd Gear moments into your overworked life.
- Let people know when you are going to be in 5th gear & put a time frame on it with accountability.
- Teach them the sign language so they can help you by knowing when it is time to shift to other gears.
- Think about what you want people in your life to say about you & adjust your schedule accordingly.
- Schedule a vacation with those you love most & turn off all your electronics for at least 48 hours minimum.
- Use triggers & markers to help you shift to the appropriate gear & practice it daily.

4th Gear: How Do You Get Healthy?

- Replace email in the morning with something more inspirational - whatever helps you come alive?
- Be proactive, not reactive - don't let someone else define your day in an email or phone call.
- Schedule 2nd Gear - discipline yourself by turning your phone off, or leaving it behind.
- Teach your family the 5 gears sign language so they can help you.
- Use boundaries, scheduling, trigger points and markers to help you make good transitions.

3rd Gear: How Do You Get Healthy?

- Schedule time for personal recharge; learn to be alright on your own.
- Practice 5th gear time and put it in your schedule.
- Utilize discretion and discipline in how you communicate.
- Practice 2nd gear conversations in a 3rd gear environment.
- Commit to deepening at least one key friendship in your life.

2nd Gear: How Do You Get Healthy?

- Learn to have a 3rd gear social conversation and be ok with it.
- Discipline and Discretion – know when it is the right time to have that conversation.
- Don't put people under pressure to go deeper when they are not ready.
- Be interested before trying to be interesting!
- Learn and practice how to ask 3rd gear questions.
- Monitor how much time you spend in 2nd gear at work.
- Remember to be relevant in your connectivity - does the conversation agenda relate to the person you are talking to?

1st Gear: How Do You Get Healthy?

- Know your wiring and what healthy recharge looks like for you.
- "Trade-Up" your time to healthier activities as it relates to both your relationships and your recharge.
- Put healthy boundaries around your recharge time.
- Invite others to exercise with you occasionally.
- Practice 3rd gear by widening your network of relationships.
- Learn how to expend your energy wisely - don't fear getting tired.
- Learn to value how other people's recharge - avoid being selfish.



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REFERENCE | 5 GEARS TEAM EXERCISES

1st Gear TEAM Exercise

For your TEAM at work, consider the following. Record your answers in the space below:

- How do you recharge in the midst of a busy day?
- Does your Culture give you permission to do it?
- Do you give others permission to do it?

2nd Gear TEAM Exercise

For your TEAM at work, consider the following. Record your answers in the space below:

- Do you really know the people on your team?
- What should 2nd Gear look like in the workplace?

3rd Gear TEAM Exercise

For your TEAM at work, consider the following. Record your answers in the space below:

- What does 3rd Gear look like in your workday? Remember most influence happens in 3rd Gear!



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4th Gear TEAM Exercise

For your TEAM at work, consider the following. Record your answers in the space below:

- Are you managing your priorities strategically & effectively?
- Does the team know how to work hard?

5th Gear TEAM Exercise

For your TEAM at work, consider the following. Record your answers in the space below:

- Do people value 5th Gear in your office?
- Do you have a system for 5th gear?

Reverse Gear TEAM Exercise

For your TEAM at work, consider the following. Record your answers in the space below:

- How easy do you find it to apologize?
- Is it appropriate to apologize in your culture?