

Lead Better, Live Well.

You *can* do both. Lead with clarity and prioritize wellness.



Stoneledge Enrichment

Presented by Stoneledge Enrichment

Facilitated by Michelle Baker

Welcome to the Workshop!

At Stoneledge, we believe that exceptional leadership doesn't have to come at the cost of personal well-being. Our mission is to help leaders like you achieve more, stress less, and find balance in the sometimes-chaotic nature of work and life.

Today, we're here to explore ideas and strategies that you can put into practice right away. Our hope is that by the end of this workshop, you'll feel equipped with practical tools and the certainty to take control of your days.

We're honored to be part of your leadership journey. Let's get to work!

- The Stoneledge Team



Workshop Goal

Let's be honest – life as a leader can be chaotic. You're juggling deadlines, managing people, handling unexpected fires, and still trying to carve out time for yourself. It's easy to feel like you're in reaction mode. A lot.

This workshop is about changing that. Today, we're going elbows deep into what it means to **lead with clarity** and **prioritize wellness** so you can take control of your days instead of letting them control you. You'll learn practical strategies to align your mornings, provide clarity to your teams, and ruthlessly prioritize what matters most.

Our goal? For you to walk out of here ready to achieve more in less time with less stress.

That's our goal. What's yours?

What is one thing you want to get from this session?



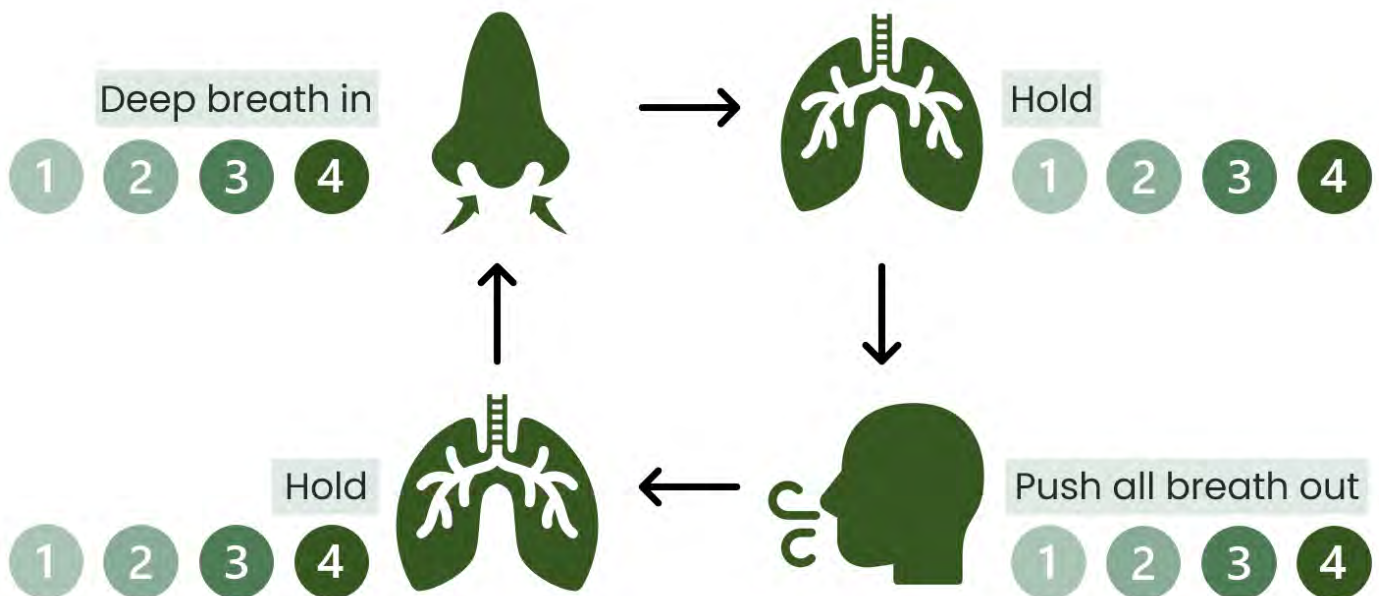
Box Breathing

What is Box Breathing?

Box breathing is a simple breathing technique used to reduce stress, improve focus, and calm the mind. It's called "box" breathing because it involves four equal parts, like the four sides of a box.

How to Box Breathe:

- Start by taking a deep breath through your nose for about 4 seconds. Try to fill your lungs up all the way.
- Hold your full lungs for about 4 seconds.
- Push the air out through your mouth for about 4 seconds. Try to exhale as much air as possible.
- Hold your empty lungs for about 4 seconds.
- Repeat the cycle 3 more times.



Pro Tip:

Use box breathing before important meetings, during stressful situations, or when you need a quick mental reset. It's a tool you can use anytime, anywhere to regain control.

About Your Facilitator

Michelle Baker, Co-Founder & CEO of Stoneledge Enrichment

As the primary coach and lead facilitator for Stoneledge, Michelle Baker is fully committed to her clients' success. She's deeply invested in helping them thrive, combining experience, authenticity, and genuine care in everything she does.



After a fulfilling **24-year career with The Walt Disney Company**, Michelle retired in 2021 to channel her wealth of leadership experience into Stoneledge. Her Disney journey began as a **Senior Leader at Disney Cruise Line**, where she spent 17 years in both shoreside and shipboard leadership roles. Following four contracts at sea, she transitioned to land as a **Director at Disney Institute** in Florida and California, collaborating with organizations worldwide to enhance leadership, culture, and service excellence.

Throughout her career, Michelle has prioritized her mental and physical vitality, blending outdoor adventures and a healthy lifestyle with her business approach—a perspective she now brings to her work at Stoneledge.

Michelle is a **certified health coach (HCI)** and a **Welch Scholar** with an **Honors MBA** from the **Jack Welch Management Institute**. After three decades in warm central Florida, she now embraces the cool mountain air of Chattanooga, Tennessee.



Edward's Point is one of her favorite hikes in the area!

Principle #1

*Cultivating a **focused** and **aligned** start to your day is one of the most powerful habits a leader can adopt.*

Why Morning Alignment Matters

Your morning sets the tone for the entire day. Starting the day aligned means you're intentional about where you're headed, instead of being reactive and letting the day control you. Just like a captain plots the course before setting sail, morning alignment helps you:

- Clarify your priorities before distractions take over.
- Reduce decision fatigue by knowing exactly where to focus your energy.
- Build momentum by tackling your most important tasks first.
- Protect your well-being by incorporating mindfulness or wellness practices into the start of your day.

Key Elements of Morning Alignment



Set Intentions:

- Decide what you want to achieve or how you want to feel today.
- Example: *"I want to approach my work with focus and calm."*



Practice Mindfulness or Reflection:

- Spend a few moments meditating, journaling, or simply sitting in silence to clear your mind.
- Example: *"What am I grateful for today?"*



Move Your Body:

- Light exercise or stretching can boost energy and mental clarity.
- Example: *"10 minutes of stretching or a brisk walk."*



Fuel Your Body:

- A nutritious breakfast and hydration set the foundation for sustained energy.
- Example: *"Drink a glass of water before checking emails."*



Avoid:

- Waking up and immediately scrolling on your phone.
- Checking the news or emails before your morning alignment.
- Skipping hydration. We know that coffee in the morning is non-negotiable for most, but don't let dehydration fly under the radar!
- Rushing out the door. This can set a frantic, stressful tone for the day.

"Win the morning, win the day." – Tim Ferriss

Design Your Morning Alignment

1. Current Routine Assessment

- What does your current morning routine look like?

2. What Can Change?

- What aspects of your morning routine may be negatively impacting your day?

3. Create Your Morning Alignment

- What does your ideal morning routine look like?
- Set an intention and your top 3 priorities:

Intention: _____

1. _____
2. _____
3. _____

4. Commitment Statement

- *"I commit to trying this morning alignment routine for the next week."*

Tips for Success:

- ! Start Small: You don't need to overhaul your entire morning. Try one or two changes.
- Consistency is Key: Small, consistent actions are more likely to stick than big changes.
- Reflect and Adjust: At the end of the week, ask yourself:
"What worked well?" and "What would I tweak?"

Principle #2



*The best leaders build the habit of providing **clarity, support, and feedback.***

Why Clarity, Support, and Feedback Matter

Successful leadership is built on clarity, support, and feedback. When these elements are missing, teams often experience confusion, frustration, and a lack of progress.

Clarity ensures that everyone understands their roles, goals, and expectations. When the path is clear, people can work with confidence and purpose, knowing what they need to achieve and how to get there.

Support means showing up for your team by providing resources, removing obstacles, and offering encouragement. This fosters trust and helps people feel empowered to take action and solve challenges.

Feedback provides necessary course correction. It reinforces what's working well and offers actionable guidance on how to improve, helping team members grow and stay aligned with goals.

The Magic Formula

Clarity (I know WHAT to do) +
Support (I know HOW to do it) +
Feedback (I know HOW I'm doing) =

Peak Engagement and Results!



Key Elements of Clarity, Support, and Feedback

1. Clarity

- Clear Roles and Responsibilities: Everyone knows what's expected of them.
- Defined Goals: Clear objectives give purpose and direction.
- Transparent Communication: No ambiguity; everyone is on the same page.

2. Support

- Resources and Tools: Providing what your team needs to succeed.
- Removing Obstacles: Helping clear the path when challenges arise.
- Encouragement and Guidance: Showing you're there to back them up.

3. Feedback

- Timely and Specific: Giving feedback when it matters most, with actionable details.
- Balanced Approach: Recognizing successes and addressing areas for improvement.
- Two-Way Communication: Creating space for dialogue and input.

Together, these elements create an environment where teams can perform confidently, stay motivated, and continuously grow.

Putting it Into Practice

1. Clarify Expectations

- Who needs more clarity from you right now?
-

- What is one thing you can clarify for them today?
-
-

2. Provide Support

- Who on your team needs support?
-

- How can you support them right now?
-
-

3. Give Feedback

- Who needs timely feedback from you right now?
-

- What is one key message you need to share with them?
-
-

4. Commit to It!

- *"I commit to taking at least one of these actions tomorrow."*
-

"Never leave the site of a goal without first taking some form of positive action towards its attainment." – **Tony Robbins**

*The habit of **relentless prioritization** will consistently compound results.*

Why Relentless Prioritization Matters

Let's face it – the world isn't going to stop throwing demands, distractions, and fires your way. If you don't prioritize relentlessly, you'll end up running in circles, putting out everyone else's fires while your own goals go up in smoke.

Relentless prioritization means getting crystal clear on what **actually** matters and locking onto it like a laser. It's about cutting through the noise, saying "no" to what doesn't move the needle, and focusing your energy on the tasks that make a real impact. Without it, you're just reacting – exhausted, scattered, and getting nowhere fast. But when you prioritize relentlessly, you're in control. You know what deserves your time, you hit your targets, and you leave the chaos in the dust.

Bonus Principle

*Relentless prioritization paired
with **disciplined execution**
helps maximize output and
optimize time.*

Why Disciplined Execution Matters

Prioritizing is only half the battle — if you don't execute with discipline, those priorities are just wishful thinking.

Disciplined execution is about showing up, shutting out distractions, and doing the work that matters, even when you don't feel like it. It's the grind, the follow-through, the gritty part that turns goals into actual results. Without discipline, tasks linger, progress stalls, and the important stuff stays buried under busywork.

But when you commit to disciplined execution, you keep momentum alive, you stack wins, and you get real stuff done. It's what separates the people who talk about doing big things from the ones who **actually deliver**.

The Ultradian Rhythm

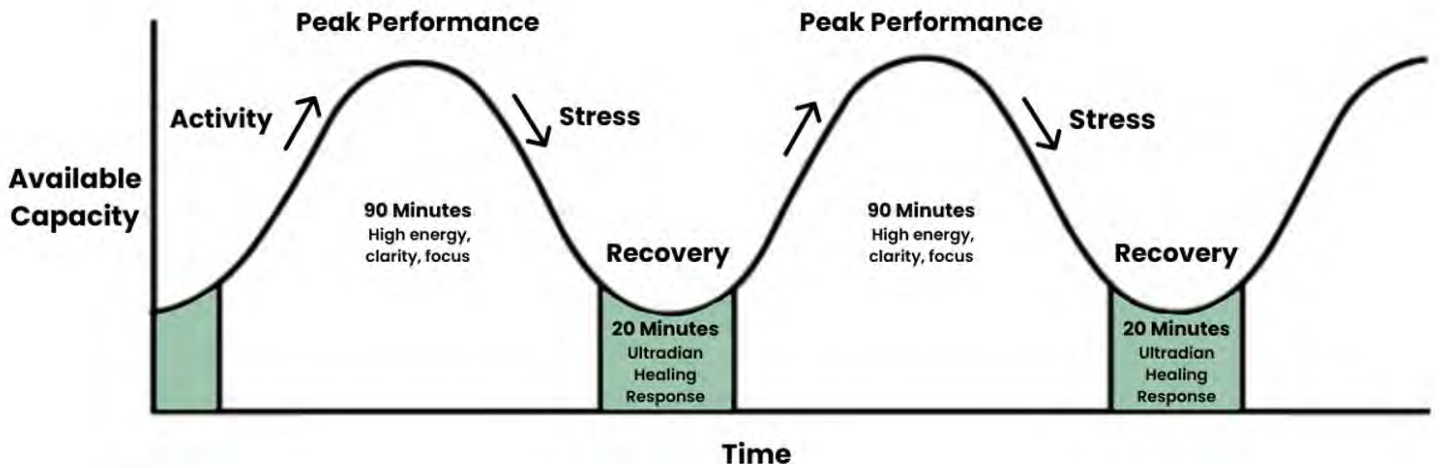


Illustration adapted from *The 20 Minute Break* by Ernest L. Rossi, PhD (Tarcher Putnam, 1991)

The ultradian rhythm is a natural cycle your body follows to balance activity and recovery throughout the day. It works like this:

1. **Activity:** For about **90 minutes**, your body is in a high-energy state where you have the most available capacity to focus, be productive, and achieve peak performance.
2. **Stress:** Toward the end of the 90 minutes, your capacity starts to decline as your energy gets used up, leading to decreased clarity and increased friction or stress.
3. **Recovery:** To restore your energy, your body needs a **20-minute rest period**, called the ultradian healing response. During this time, your body and mind recover, recharging your capacity for the next cycle.

By alternating 90 minutes of activity with 20 minutes of recovery, you can maintain your energy and achieve consistent peak performance throughout the day.

Disciplined Execution Challenge

1. Identify Your Top Priority Task

- What is the most important task on your plate tomorrow?
-

2. Name Your Obstacles

- What distractions, habits, or challenges could get in the way of completing this task?
-
-
-

3. Create Your Plan for Disciplined Execution

- What steps will you take to minimize these obstacles?
 - *(e.g., turn off notifications, set a timer, block out time on your calendar)*
-
-
-

- What is your deadline for completing this task?
-

4. Commit to It!

- *"I will complete my top priority task by _____ and I will stay disciplined by _____."*
-
-
-
-

How to Keep the Momentum

1. Incorporate Box Breathing & Morning Alignment:

- **Spend 5 minutes** each morning aligning your mindset, goals, and priorities.
- Use box breathing to manage stress and stay focused throughout the day.

2. Schedule Clarity Conversations:

- Identify one professional relationship that needs clearer expectations.
- **Plan a conversation** to clarify roles, goals, or feedback within the next week.

3. Practice Daily Prioritization

- End each workday with the Ivy Lee Method, identifying your **6 key tasks** for the following day.
- Commit to completing your most important task first before moving on.

4. Practice Daily Prioritization

- **Integrate short breaks** during low-energy times based on your ultradian rhythms.
- Notice how these breaks impact your focus and productivity.

5. Set a Weekly Check-In

- Reflect on the progress you've made and the challenges you encountered at the end of the week. Make any adjustments that will help you keep the momentum!
- Ask yourself: *"Did I stick to my priorities? What got in the way? How can I improve?"*

****What stories is my subconscious mind, resistant to change, telling me?****



*Your subconscious mind is wired to keep you safe and comfortable, which is why it resists even positive change. **It's up to you** to recognize this voice for what it is—a natural defense mechanism—and to have the discipline to push past the pull of complacency and create the growth you desire.

Stay Engaged with Stoneledge

How can we help?

- **Coaching:** Coaching with Michelle Baker will challenge you to grow, gain fresh perspectives, and push beyond the old excuses holding you back—all while integrating practical well-being.
- **Consulting:** We go “elbows deep” with our clients, taking the time to really get to know your organization and what matters to you. Our goal is to make sure we’re delivering solutions that truly work.
- **Workshops:** Did you like what you saw? Let’s do it again sometime! Michelle Baker can show your organization that it’s possible to do both: Lead with clarity and prioritize wellness.

Stay Connected

- **Book a 30-Minute Consultation Call:** Visit our website or use the QR code to book your session to explore how Stoneledge can support your leadership journey.
 - **Website:** StoneledgeEnrichment.com
 - **Email:** Support@GoStoneledge.com



Website



Consultation Call



Michelle's LinkedIn