



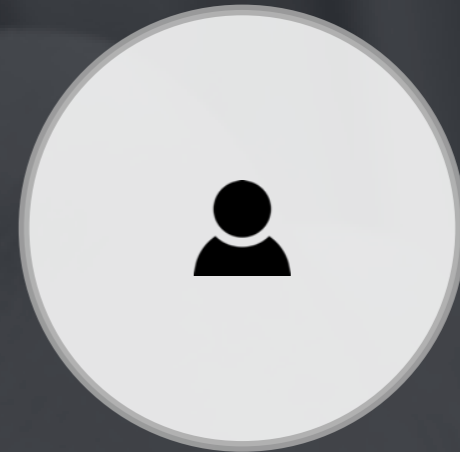
# 5 GEARS



How to be Present and Productive

When There is Never Enough Time





# CONNECTED . vs. DISCONNECTED



THE MIND

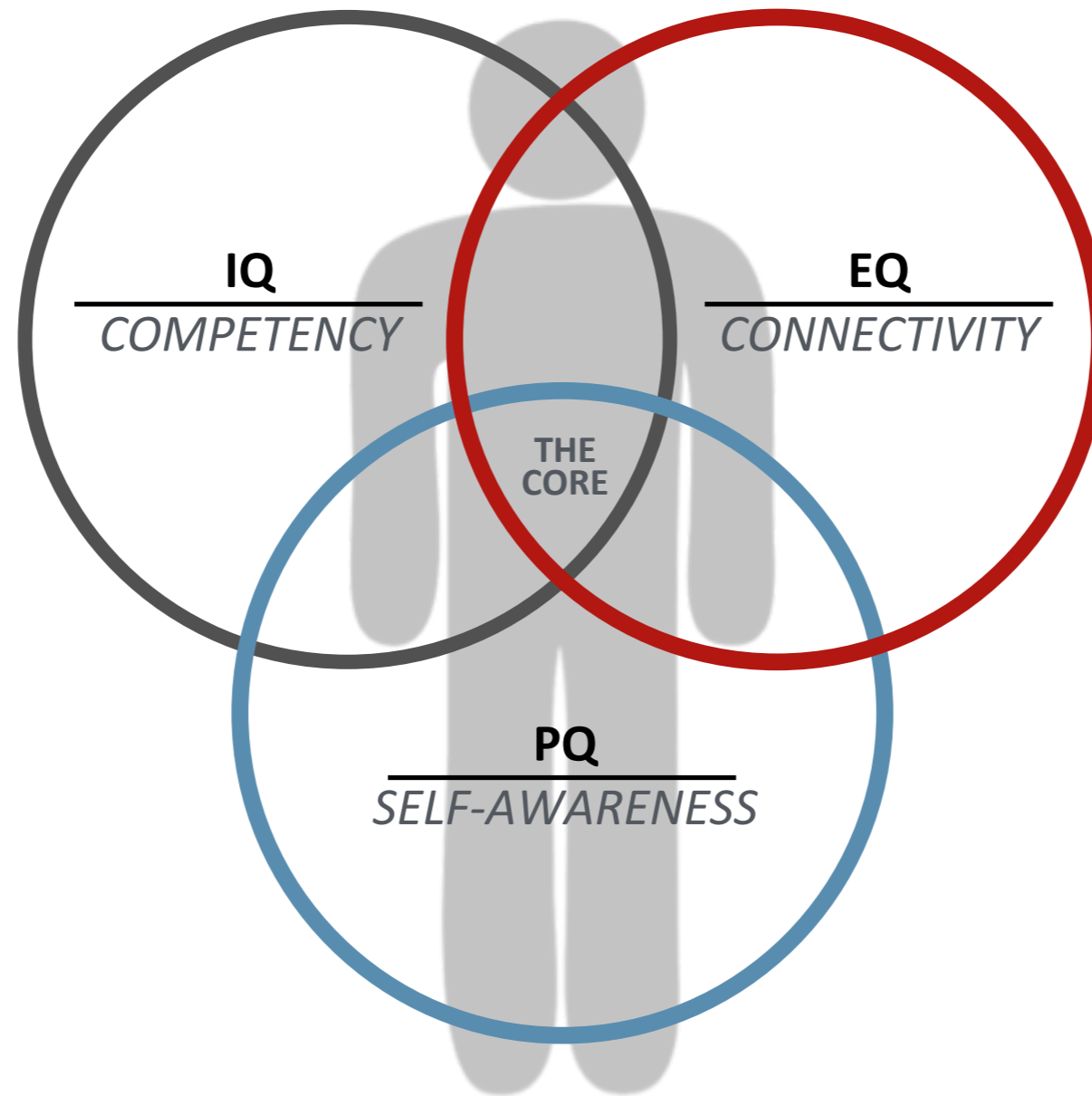
**Where our eyes go, so goes our mind.**

**Where our mind goes, so goes our actions.**

**Our actions have consequences.**



# THE CORE





When your agenda  
is more important  
than other people,  
you will disconnect.

**#5Gears**

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# AHA!

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We tend to focus on achievements, but  
the most influential leaders have  
mastered Relational Connectivity (EQ).

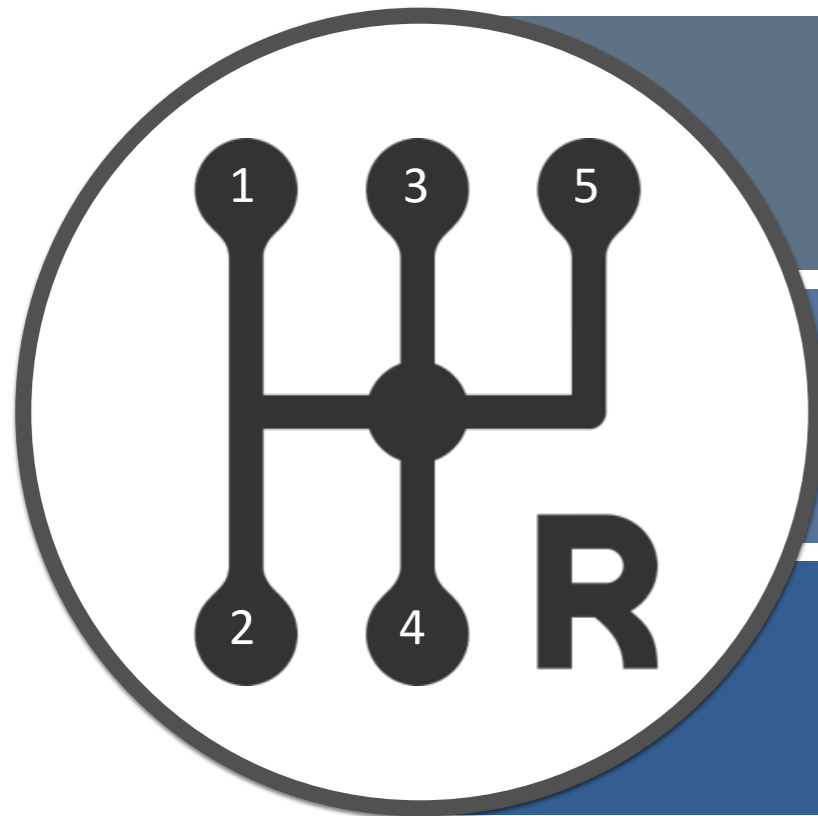




# THE GEARS



# 5 GEARS



5<sup>th</sup>

Focus Mode · Task-Centered, fully focused and moving quickly

4<sup>th</sup>

Task Mode · Multi-tasking; working hard in various ways

3<sup>rd</sup>

Social Mode · Present with people and can shift up or down easily

2<sup>nd</sup>

Connect Mode · Being present with family or friends without work

1<sup>st</sup>

Recharge Mode · Personal recharge, completely unplugged

R

Responsive Mode · Backing Up or apologizing when necessary



# 5TH GEAR (FOCUS MODE)

IN THE ZONE  
SPEED & EFFICIENCY  
MAXIMUM PRODUCTIVITY  
HYPER-FOCUS  
TIME FLIES BY  
NO INTERRUPTIONS

# 5th GEAR- Warning Signs!

## You know you have an unhealthy 5th gear if you:

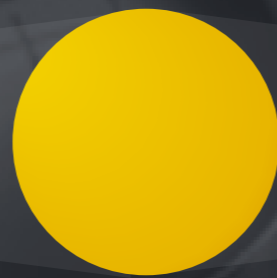
- Are exhausted, ill, and close to burn out because you don't know how to stop working.
- Have long-term relational issues because in their opinion your work always comes first.
- Overuse 5th Gear and tend to crash into an unhealthy 1st gear.
- See that your spouse, kids, and friends are no longer surprised 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 your computer or working instead of connecting.
- Stop being asked by people to be involved in social activities or casual connections.
- Use work and study as an excuse to avoid people.



# HOW HEALTHY IS YOUR 5TH GEAR?

UNHEALTHY

HEALTHY





# 4TH GEAR (TASK MODE)

MULTI-TASKING  
TO DO LISTS  
CONSISTENTLY REACTIVE  
SPINNING PLATES  
OPEN DOOR POLICY

# 4th GEAR- Warning Signs!

## You know you have an unhealthy 4th gear if you:

- Consistently start your day with email.
- Hear people consistently say 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.
- Feel anxiety separation 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 3rd/2nd gear settings.
- Struggle for consistent sleep and your mind is always problem solving.
- Are often physically present with your friends and family, but intellectually & emotionally absent.
- See a lot of activity, but fail to see any real signs of progress.



# HOW HEALTHY IS YOUR 4TH GEAR?

UNHEALTHY

HEALTHY





# 3RD GEAR (SOCIAL MODE)

DINNER PARTY  
FRIENDS BBQ  
DRINKS AFTER WORK  
CHURCH FOYER  
GOLF COURSE



# 3rd GEAR- Warning Signs!

## You know you have an unhealthy 3rd gear if you:

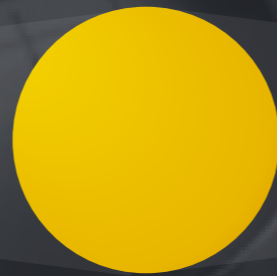
- Procrastinate and avoid 4th gear work.
- Need a party to make life exciting.
- Actively avoid social settings because of shyness or fear of what to say to others.
- Deplore 3rd gear moments out of arrogance or impatience and see it as a waste of time.
- Never go deep enough and remain superficial in relationships.
- Have a reputation for being lazy or that work is an inconvenience.
- Have a lack of discipline and professionalism in your work.
- Flit in and out of social gatherings, avoiding deep conversations.
- Appear to have a mask of superficiality and are reluctant to share.
- Have such a fear of missing out on social activities and others having a good time without you that it causes you to manipulate, become non-committal, or become flaky in response.



# HOW HEALTHY IS YOUR 3RD GEAR?

UNHEALTHY

HEALTHY



# 2ND GEAR (CONNECT MODE)

DEPTH CONVERSATION  
AUTHENTIC CONNECTION  
HOW ARE YOU DOING REALLY?  
ACTIVE LISTENING

## 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.



# HOW HEALTHY IS YOUR 2ND GEAR?

UNHEALTHY

HEALTHY



# 1ST GEAR (RECHARGE MODE)

INTROVERTS VS EXTROVERTS  
READING / WALKING / JOURNALLING  
MOVIES / NIGHTS OUT  
EXERCISE / SLEEP

# 1st GEAR- Warning Signs!

## You know you have an unhealthy 1st gear if you:

- Accept escapism from reality as your norm.
- Get lost in a new book or new idea most of the week.
- Devote too much time to 1st gear and not connecting with others.
- Focus on exercise and diet so much that it becomes overbearing or a barrier to relationships.
- Find that your personal recharge routines constantly dictate everyone else's schedule.
- 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.

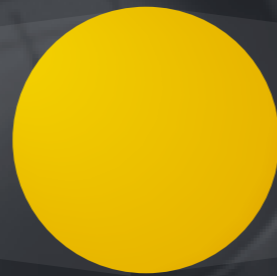




# HOW HEALTHY IS YOUR 1ST GEAR?

UNHEALTHY

HEALTHY



A photograph of two men in business suits shaking hands in an office. The man on the left is older with grey hair, and the man on the right is younger with dark hair. They are both smiling. The background shows office shelves with various items. The image has a semi-transparent dark overlay.

REVERSE

RESPONSIVE MODE

*HOW EASY DO YOU FIND IT TO APOLOGIZE?*



# YOUR GEAR ORDER (Most Natural to Least Natural)

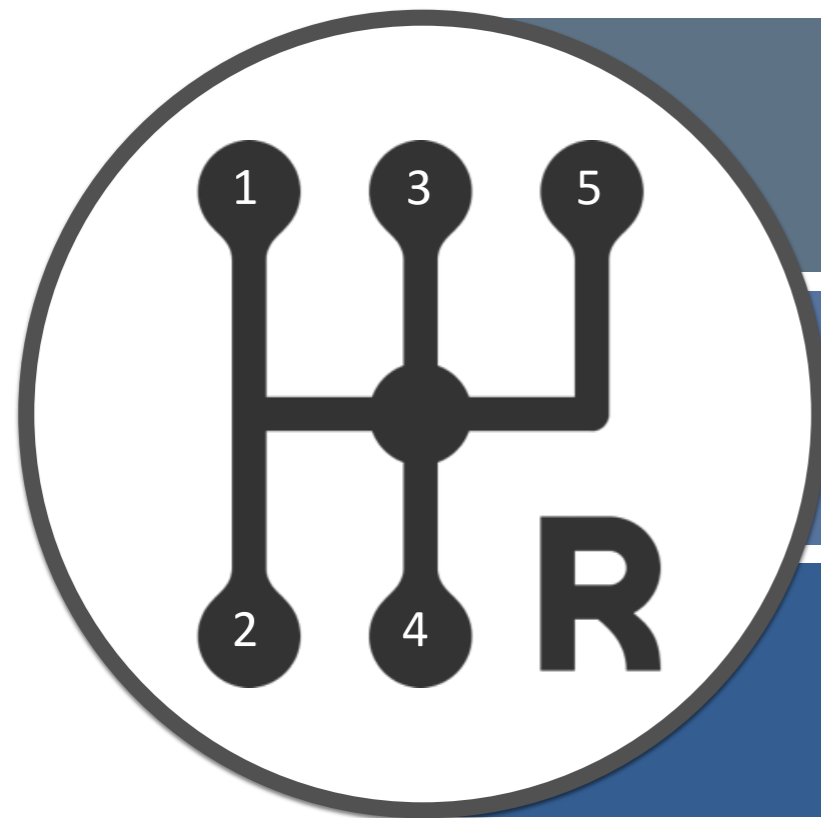
## Rank Order

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**1 = high**    **5 = low**



# 5 GEARS



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# PAIRS EXERCISE

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Turn to the person next to you - tell them which gear you find most difficult.

**Why is it so hard for you?**

*(The gear you ranked #5)*



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