

Opening Shift

The Golden Hour

One of the greatest things about being the Opening Manager is that one quiet hour before everyone arrives; I call it the “Golden Hour.” It is the hour in which the restaurant shines from the night before, you only hear the hum of the hood system, the smells permeating the restaurant are those of last night’s specials and the calmness of the kitchen. The Golden Hour is that perfect hour where you can review last night’s results, reflect on today’s priorities, and prepare and plan for what needs to be done for success today!

The Golden Hour is a powerful time for review and reflection and to reignite your passion for the day. Most amazing to me is that many managers cherish the Golden Hour of the shift, yet few use the practice of the Golden Hour in life! In today’s 24/7 world, your Golden Hour might not be in the morning it may be at some other point in your day. The key is to find that one Golden Hour each day to reflect upon where you are, where you want to go, and how will you achieve success.

So, take a moment and utilize your Golden Hour to review, reflect and reignite your passion about the greatest Shift of Your Life! Do you remember the best shift of your life? We have all had them – that amazing shift where everything goes just as you planned. Take a moment and think about the best shifts of your life.

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The Golden Hour-The Best Shift of Your Life - Restaurant

Here are a few thought-starters:

What was one of your best shifts you have had in a restaurant?

What made it a memorable shift?

How did you feel?

How did your team feel?

Were you able to repeat this shift consistently? Why or why not?

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The Golden Hour – The Best Shift of Your Life – Personal

Here are a few thought starters:

What was one of your best shifts you have had in your life? For example, a goal you have achieved, a success in your life, a memorable time or an amazing experience.

What made it a memorable shift?

How did you feel?

How did your family/friends feel?

Were you able to repeat shifts like this consistently? Why or Why not?

Would you like to learn more about creating the best shifts of your life?

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The Golden Hour- Dream Activity

Walt Disney said, *“If you see it, then you can believe it and ultimately achieve it.”*

In the box below, write one dream you really want to achieve. Please be as specific as possible.

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The Golden Hour- Dream Activity

Using your “One Dream” activity, answer the following questions.

1. How will your life change, both positively and negatively, when you achieve your dream?
2. How will your relationships change, both positively and negatively, when you achieve your dream?
3. How will you change when you achieve your dream?
4. Describe how you will feel after you achieve your dream.

The power of your dream/goal is your ability to see where you are and to choose the best shift of your life; live a life powered by your dreams as they become your reality!

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Opening Checklist - Love, Like and Dislike Checklist

Take a few moments to complete the following Love, Like, and Dislike Checklist:

	Love	Like	Dislike
Personal – YOU!			
Your life overall			
Balance			
Life stability			
Energy level			
Your Feelings			
Happiness			
Level of frustration			
Anxiety			
Contentment			
Peace			
Emotional well-being			
Your Health			
Physical health			
Wellness			
Physical fitness			
Exercise habits			
Weight			
Diet			
Sleep habits			
Your Fun			
Hobbies			
Travel			
Vacation			
Sports			
Reading			
Dining			
Movies/theater			
School			

	Love	Like	Dislike
New activities			
Your Home			
Location			
Rent/Own			
Roommate			
Decor			
Safety			
Noise			
Long-term availability			

Your Personal Connections	Love	Like	Dislike
Your Closest Relationship			
Your Spouse			
Your Significant Other			
Family			
Your relationships with the following:			
Parents			
Grandparents			
Children			
Siblings			
Other relatives			
Friends			
Best friends			
Close friends			
Social friends			
Acquaintances			
Lost-touch friends			
Pets			
Number			
Ability to take care of them			
Health			

Wealth Creation	Love	Like	Dislike
Your career			
Your current job			
Your boss/supervisor			
Your current company			
Your compensation			
Your benefits			
Your future growth opportunities			
Your co-workers			
Your commute			
Your travel expectations			
Business Networks			
Associations (local)			
Volunteering			
Seminars			
Conferences			
Financial Health	Love	Like	Dislike
Income			
Savings			
Investment			
Credit cards			
Debt			
Loans			
Mortgages			
Financial freedom			
Community Connections	Love	Like	Dislike
Community involvement			
Association involvement			
Affiliation involvement			
Volunteer work			
Spirituality	Love	Like	Dislike
Place of worship			
Connection to like-minded people			

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Opening Checklist - Love, Like and Dislike Checklist

Look at your checklist again, and answer the following questions:

- What am I proudest of?

- What do I feel the most successful in?

- What am I the happiest about?

- What am I the most amazed about?

- What shocks me the most?

- What would I do differently to positively impact my results?

- What would I keep the same?

- What would I drop completely from my results?

Complete the following statement by choosing the letter of the response that best describes how you feel about your results.

Overall, _____

- A. I am thrilled with my results. I am ecstatically living the life I have chosen.
- B. I feel good. I see many positives and some opportunities. I am living a pretty good life.
- C. I am shocked. I cannot believe this is true—something must be wrong with this form.

Congratulations on completing your first step in gaining greater clarity about your reality—and the choices *you have made in creating it!* You now have some key information to move you forward on your path to creating powerful shifts in your life, no matter what your answers were. The true power of the Love, Like, and Dislike Checklist is that it allows you to see themes in your life, and it becomes easy to spot patterns, whether positive or negative.

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Morning Inventory - Timeframes Inventory

Daily Time Inventory

The following is a Daily Time Inventory, which is similar to your daily sales records. Your goal here is to just record where you are spending your time each day. So, for example if you sleep from midnight to six, you would record the word “sleep” under the “Personal column.” Here is an example of one of mine for a day.

Time	Personal	Personal Connections	Wealth Connections	Community Connections
Midnight	Sleep			
1:00 AM				
2:00 AM	Sleep			
3:00 AM	Sleep			
4:00 AM	Sleep			
5:00 AM	Sleep			
6:00 AM		E-mails		
7:00 AM	Work Out			
8:00 AM	Get Ready			
9:00 AM			Client visit	
10:00 AM			Client visit	
11:00 AM			Client visit	
Noon			Client visit	
1:00 PM			Client visit	
2:00 PM			Client visit	
3:00 PM			Client visit	
4:00 PM			Client visit	
5:00 PM			Client visit	
6:00 PM			Client visit	
7:00 PM		Dinner with friends		
8:00 PM		Dinner with friends		
9:00 PM			E-mails	
10:00 PM			E-mails	
11:00 PM	Sleep			

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Your Daily Time Inventory

Here you go; try recording your own. You can make as detailed or simple as you like. The key is that it works for you, and that you account for all 168 hours at the end of seven days.

Time	Personal	Personal Connections	Wealth Connections	Community Connections
Midnight				
1:00 AM				
2:00 AM				
3:00 AM				
4:00 AM				
5:00 AM				
6:00 AM				
7:00 AM				
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
Noon				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				
9:00 PM				
10:00 PM				
11:00 PM				

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Weekly Time Inventory Worksheet: Your Weekly Inventory

After you have tracked your daily timeframes, you can now transfer the information to a weekly timesheet, very similarly to how you transfer your daily sales reports to your weekly sales reports.

In your Weekly Time Inventory, please note the following items:

How many *total* hours did you spend in each timeframe?

What were the activities or collections of activities, in each timeframe, that used large amounts of your time?

<p style="text-align: center;">Personal</p>	<p style="text-align: center;">Personal Connections</p>
<p style="text-align: center;">Total Hours Personal</p>	<p style="text-align: center;">Total Hours Personal Connections</p>
<p style="text-align: center;">Wealth Creation</p>	<p style="text-align: center;">Community Connections</p>
<p style="text-align: center;">Total Hours Wealth Creation</p>	<p style="text-align: center;">Total Hours Community Connections</p>

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Weekly Time Inventory Worksheet: Your Weekly Inventory

Timeframe-activity totals:

Personal _____

Personal Connections _____

Wealth Creation _____

Community Connections _____

Total Hours _____

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Analyzing Your Weekly Timeframe Inventory Worksheet

- 1) What was your initial reaction after seeing where your hours are spent each week?
- 2) What pleases you about how you are spending your time?
- 3) What surprises you the most about the choices in how you are spending your time?
- 4) What are your biggest opportunities and challenges?
- 5) What choices can you make to focus more on your priorities and reinvest your time to live your