

LEADERSHIP RE-ENTRY PROTOCOL



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GOAL

- To maintain a feeling of being rested and reenergized when returning to work from a break

CONTEXT

You just got back from your time off. Maybe it was a hard-earned 2-week vacation, a summer slowdown, or simply a long weekend.

There's a lot to get done, and it's easy to feel overwhelmed. Elite athletes know that recovery is crucial to performance. But, they never jump straight into maximum weight or fastest sprints after a rest. They ease back in and perform better than ever.

REQUIREMENTS

- Paper or notebook with pen or pencil.
- The device you typically use, notifications turned off.
- 90 minutes of undisturbed time.
- Familiarize yourself with the Identity Breath (next page)

IDENTITY BREATH

1. Close your eyes (if safe)
2. Inhale fully through your nose into your abdomen for a count of 3. Then inhale a tiny bit more.
3. Pause 1 second and notice the still point before the exhale.
4. Exhale slowly through the mouth for a count of 6.
5. Pause 1 second and notice the still point before the next inhale.
6. Think, "I am [identity of your choosing]."

If you catch your mind wandering, or find yourself thinking, just think, "thinking" and return to the sensations of the thumb, the finger, the breath, and the still point.

STEP 1: ACTIVATE IDENTITY (5 MINUTES)

Why: To manage your identity and your energy, which allows you to proceed powerfully as the best version of yourself.

1. Identity Breathing:
 - Lightly place your thumb on the tip of the adjacent index finger, close your eyes if possible. Notice the feeling of your thumb on your finger, rubbing gently to feel the ridges and bumps.
 - Take One Identity Breath
 - Move your thumb to the middle section of your index finger. Notice the feeling of your thumb on your finger, rubbing gently to feel the ridges and bumps.
 - Take One Identity Breath
 - Move the thumb to the bottom of the index finger. Notice the feeling of your thumb on your finger, rubbing gently to feel the ridges and bumps.
 - Repeat steps i. to v. twice more.
2. Composure: Answer the question, "How do I want to show up right now? What do I call that identity?" Write down: "I am [the identity you named]."
3. Energize: Get up and move your body for 2 minutes: stretch, pushups, walk, or dance*. The more energetically you do so, the more energized you will be.

*(Choose dance, trust me).

STEP 2: RAPID TRIAGE (20 MINUTES)

Why: Get things out of your head and out of your inbox. Trying to hold a list of items in your head drains your energy.

1. Create your Backlog: Write a line down the centre of your paper to make two columns: Work and Personal.
2. Write down in your Backlog any tasks or requests that occurred to you during your break or that occur to you as you follow this protocol. Do not take any actions yet. Only capture.
3. Scan your missed incoming correspondence beginning at the end of your last day before the break,: emails (check your spam folder) and instant messaging applications (Slack/Teams/other). Decide: Me/Other/Trash
 - Me: Flag/star items that require **your** attention, because it's important. Write them down on your Backlog in as few words as possible (e.g.: respond to [name] re: [1-2 word issue]).
 - Other: Immediately forward to a team member with this message, "I'm triaging my backlog after getting back from break. This is for you. Contact me (if necessary) for further instructions."
 - Delete everything else.
4. If at any point you begin to feel overwhelmed, distracted, or tired, Repeat Step 1: Activate Identity.

STEP 3: PRIORITIZE (45 MINUTES)

Why: Figure out what to do first. Remember the analogy: You build a wall one brick at a time.

1. Take one Identity Breath
2. Begin going down Backlog, and decide on each item's importance and urgency (aka the Eisenhower Matrix):
 - Delete (Not Important and Not Urgent): Maybe it made it's way onto the Backlog by accident. Get rid of it.
 - Delegate (Not Important yet Urgent): You wrote it down during triage, and now you realize that it's not that important. Send a message with the item to your team member (direct report, Chief of Staff/Exec Ops, EA)
 - Defer (Important yet Not Urgent). Determine the due date. Schedule these for your next 2-4 "Deep Work" sessions before the due date. You can review what's left at the end of the week.
 - Do Today (Very Important and Urgent): Schedule time today to do them, ideally immediately after this Protocol.

STEP 4: ACTIVATE THE TEAM (10 MINUTES)

Why: to align key stakeholder groups on objectives and re-establish your presence.

1. Take one Identity Breath
2. Activate Self:
 - Choose the one item that, if you get it done today, it will have been a successful day.
 - Write 3 things that, if you accomplish this week, it will have been a successful week.
3. Activate Your Management Team:
 - Send a short update on the top 3 things that, if the company accomplished this week, it will have been a successful week.
 - Request an email or short video recording with information you need to know.
4. Activate Your Board/Investors: Draft a one-paragraph "state of the company" check in. Make any requests.

STEP 5 - SCHEDULE (5 MINUTES)

Why: to ensure your time is spent only on things that create a feeling of success.

1. Take one Identity Breath
2. Block **90 minutes of deep work** every morning for the first week back (ideally, the first 90 minutes of every working day is already blocked for deep work).
3. Look at all meetings/events already in your calendar and decide if they serve the top 3 priorities. If not, cancel or defer.
4. Ensure at least one 1:1 with each direct report this week, focusing on their top 3 priorities.

STEP 6 - EXECUTE (5 MINUTES)

Why: To get your stuff done.

1. Read out loud the top priorities for the day and week.
2. Repeat Step 1: Activate Identity. (Spend a bit more time moving if you can).
3. Embodying your identity, do the next thing that supports your priorities.

CONGRATULATIONS!

You're not

- Facing an insurmountable mountain
- Exhausting yourself with context switching
- Distracting yourself with a list in your head
- Going into meetings (or home) feeling frazzled and out of control.

You have

- Clarity
- Prioritise
- Control
- Calm
- Confidence
- Signalled alignment to your team, your board, and yourself.

WORKING TOGETHER

Hi! I'm Yaron Vorona.

With 20+ years of global experience as a founder, VC investor, and consultant, I've guided CEOs to sharpening their leadership, navigate investors and board members, and achieve professional and personal Full Life Success.

My mission is to create a better future for humanity by helping exceptional innovators build successful technology companies with happy, effective teams.

I currently live in Toronto, and have lived in the US, China, South Africa, UK, and Israel. My current CEO clients are in Europe, the US, and Canada.

Business Training

- London Business School: MBA (Entrepreneurship)
- University of Waterloo: BSc Physics & Business

Venture Strategy Training

- VC Lab Accelerator
- University of Toronto: Creative Destruction Lab
- Singularity University Accelerator
- Google for Startups Accelerator

Coaching Training

- Positive Intelligence (in process)
- Emotion Transformation Institute: Emotion Focused Family Therapy Workshop
- The Rao Institute: Creativity & Personal Mastery (LBS)
- Heroic Coaching (300-Day Coaching Course)
- Landmark Worldwide: Landmark Forum, Advanced Course, and Communication Curriculum



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