

CL 03

COACHING LAYER

Experience an Embedded Practice in real work.



Prioritization



PRACTICE: The Priority Filter

Pick your top 3 priorities. Let them be the filter for what you say yes to.

THE HOOK

Recency is not urgency. Protect your most important work before the interruptions decide for you.

DEFAULT

BEHAVIOR SPECTRUM

EMBEDDED

01

SIGNAL

Are they catching it in time?

A new request lands, pulling at committed work. Was the evidence read, witnessed, or secondhand?

Monday, you read a chat note: "A new request might shift my week." A written signal — read, not witnessed. Noted, not confirmed.

02

REDIRECT

Is the new or default action running?

Did they weigh the new request against their three — or drop everything to chase it?

In your one-on-one, you confirm they weighed the new ask against their three. You reinforce it: "You checked it first. Do that again."

03

SHIFT

Is this a pattern, or one good moment?

Fewer commitments fall through and named work finishes on time — week over week, not just once.

Two weeks running, their named three finish on schedule and new asks get weighed, not chased. Both trace back to the Monday check.

04

EMBEDDED

Is it showing up unprompted?

No prompting needed. New requests get weighed against what matters by default, and they stop naming it as a step.

A stakeholder mentions they got a clear "not this week," no hesitation. You name it: "You protect your three without being asked."



REPEAT UNTIL EMBEDDED

BEFORE (Old Pattern)

- Lack of priorities to weigh against. Nothing named for a new request to be measured against.
- New requests pull attention by default. Recency, not importance, is deciding for them.

AFTER (Embedded)

- "My top 3 priorities this week." Priorities are named and visible.
- New requests get measured before anything shifts.

THE GOAL

Consistent evidence of spotting recency dressed up as urgency — before it overrides what actually matters.