

TWO WEEK TOP TASK REVIEW: MANAGER ROLE

50-MINUTE CONVERSATION: THEY TALK + YOU LISTEN + YOU ASK QUESTIONS + YOU LISTEN + ALIGN

GOAL: What are your 3 Top Tasks to focus on in the next two weeks to keep the business moving forward?

1. Confirm date and time of next two week meeting

2. Personal catch-up since last two week meeting (10 minutes)

- **Highs & Lows:** What was your...
 - Personal high/low?
 - Professional high/low?
- **Development:** How have you...
 - Developed personally/professionally? (Hint: This may be a Top Task)
 - Defended your time or chosen to do less instead of more? (Hint: This may be a Top Task)
- **Support:**
 - What is one thing that we (management team) can improve or help you with?
 - How is our communication going? (Hint: This may be a Top Task)
 - How is your relationship with the team going? (Hint: This may be a Top Task)

3. Review individual's Quarterly Priorities (10 minutes)

- How are you progressing? Red, Yellow, Green
- How do you feel about it?
- Does it need to be changed/adjusted?
- If behind/struggling, how do we get back on track? (Hint: This may be a Top Task)
- How can I (or management) help you with this? (Hint: This may be a Top Task)

4. Review the daily Top Priority Calendar (5 minutes)

- Are the majority green, red, or blank? Why?
- What is working? Not working? (Hint: This may be a Top Task)
- Is anything getting in your way? (Hint: This may be a Top Task)

5. Review Top Tasks from last two week meeting (10 minutes)

- Did you get them done? How did you do?
- Did you learn anything?
- Do we need to do anymore work on these? (Hint: This may be a Top Task)

6. Create Top Tasks for next two weeks (15 minutes)

(Most of these tasks will be discovered during the conversation from above.)

- Top Tasks Rules – They are non-negotiable for completion, but 'can' be adjusted at anytime.
- What are your 3 Top Tasks to focus on in the next two weeks to keep the business moving forward?
- What's working well right now? What's not? (Use this to prime the conversation if needed)
- Why do you think this should be a Top Task? (Ask to get them thinking "if" this is important enough)
- What resources will you need (money, people, time)? (Ask to draw out detail/info)
- What is the outcome you want to achieve? (This may lead to a more solid task)
- Is this the best way to get there? (Collect written details as comments for future review)

THANK THEM AND CONFIRM THE DATE OF THE NEXT TWO WEEK TOP TASK REVIEW MEETING.

Download a PDF of the Two Week Top Review Manger Role & Worksheet at <http://www.petracoach.com/action-docs>

