

# 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>

