

TWO WEEK TOP TASK REVIEW: WORKSHEET

GOAL: Catch-up, align, connect and determine the 3 most important things you must work on in the next two weeks to keep the business moving forward. Execute the 'important.' **Complete prior to meeting!**

NAME:	DATE:	COACH:	NEXT MEETING DATE/TIME:

1. Confirm date and time of next two week meeting (*fill-in above*)

2. Personal catch-up since last two week meeting

HIGHS & LOWS: WHAT HAVE BEEN YOUR HIGHS & LOWS IN THE PAST TWO WEEKS	
PERSONAL HIGH:	PROFESSIONAL HIGH:
PERSONAL LOW:	PROFESSIONAL LOW:
WHAT IS ONE THING THAT MANAGEMENT CAN HELP YOU WITH?	

3. Review Each Individual Quarterly Priority (*be prepared to discuss*)

- How are you progressing? Red, Yellow, Green
- How do you feel about it?
- Does it need to be changed/adjusted?
- If behind, how do we get back on track?
- Is anything getting in your way?
- How can management help you?

4. Review the daily Top Priority Calendar (*be prepared to discuss*)

- Did you get them done? How did you do? Do we need to do anymore work on these?
- Did you learn anything?

5. Review Top Tasks from last two week meeting (*be prepared to discuss*)

- Did you get them done? How did you do? Do we need to do anymore work on these?
- Did you learn anything?

6. Create Top Tasks for next two weeks:

WHAT ARE THE 3 MOST IMPORTANT THINGS THAT I NEED TO WORK ON TO MOVE THE BUSINESS FORWARD IN THE NEXT TWO WEEKS?
1.
2.
3.

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



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