

**MODULE 3 | SESSION 16**  
**The Importance of Your Quarterly Review**

*Action expresses priorities. ~ Gandhi*

**Important Tips for Maximizing the Impact of the Quarterly Review**

1. \_\_\_\_\_.
2. \_\_\_\_\_. To be more productive with the Quarterly Review
  - a. Review the Quarterly Review \_\_\_\_\_ prior to your time away
  - b. Write down top-priority \_\_\_\_\_ for time away.

**Quarterly Review Template**

1. \_\_\_\_\_ or Meditation
2. Review SIMPLE \_\_\_\_\_.
3. Review SIMPLE \_\_\_\_\_.
4. Review 4 Critical \_\_\_\_\_ for a Healthy Leader
5. Write \_\_\_\_\_ for the Next Quarter
6. High Impact \_\_\_\_\_.

A note of caution – if you take our template and use it as it is, it probably won't be as effective for you – because we're different. You will want to customize it to fit your needs.

Everything won't work exactly right the first time. And that's ok! Make changes where they are needed, then test it again.

Decide right now that you are going to take one step today toward being more purposeful in your life and work.

**Fast Action Steps**

1. Draft your Quarterly Review template.
2. Place a Quarterly Review on your calendar or schedule.
3. Conduct your Quarterly Review on your scheduled date.