

**MODULE 3 | SESSION 17**  
**The Importance of Your Annual Review**

*Don't live as though you'll never die. Don't die as though you never lived.*

The number one problem for leaders with growth and planning in the areas of Time and Focus is that they stop reviewing \_\_\_\_\_.

And those things that were once identified as most important fade into the noise of life and work.

The way to have a great tomorrow is to have a lot of great today's.

And if you're going to have a lot of great today's you'll have to be very intentional about how you live and work.

**The primary goals for an Annual Review is to:**

1. Reflect on the previous year
2. Look ahead 1-3 years to set aside substantial time for top priorities that have identified in your \_\_\_\_\_ and \_\_\_\_\_.

**As with the Quarterly Review, Important Tips for Maximizing the Impact of the Annual Review**

1. Get Away
2. Prepare. 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.

**Annual Review Template**

1. Travel
2. Evening of Arrival
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.

3. Day One. The first full day is all about life \_\_\_\_\_ and \_\_\_\_\_.
  - a. Work through Quarterly Review tool (5-6 hours).
  - b. Review SIMPLE \_\_\_\_\_ (1 hour)
  - c. Review my Life 86 List ( bucket list) (1 hour)
  - d. Review \_\_\_\_\_ and fill in yearly calendars for the next 1- 3 years. (1-2 hours)
4. Day Two. The second day is about \_\_\_\_\_ and \_\_\_\_\_ .
  - a. Plan One-on-One Meetings for the early part of the year. (1-2 hours)
  - b. Work on high impact \_\_\_\_\_ and planning. (3-5 hours)
5. Travel Home.

### **Fast Action Steps**

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