

MODULE 4 | SESSION 20
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 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.