

MODULE 4 | SESSION 21

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.