

Check-In Agenda

Name:	Date:	Meeting with today:
Next meeting time frame:	Next meeting with:	

1: Personal High	2: Personal Low
3: Professional High	4: Professional Low

5: What is one thing the Leadership team can help you with?

TOP 3 Personal Priorities for this time frame (what am I focusing on to move myself & the team forward)?

1.	
2.	
3.	

Review TOP 3 from the previous meeting. How are you doing?

1.		
2.		
3.		