** WEEKLY**

**1 ON 1**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TASKS- LIST MOST IMPORTANT BY PRIORITY**

**Last Week**

 **Accomplished**

**Carried Over**

**This Week**

**WAITING FOR/ NEED ANYTHING?**

**PROJECTS STATUS (STRATEGIC CHANGES)**

**RAISE ISSUES EARLY- DO YOU HAVE / SEE ANY?**

**WHAT LEVERAGE POINTS\* DO YOU SEE – TO IMPROVE YOUR LIFE?**

**REPORT FROM LAST WEEK**

**WHAT LEVERAGE POINTS\* DO YOU SEE – TO IMPROVE OUR BUSINESS?**

**REPORT FROM LAST WEEK**

**COMPANY PURPOSE AND VALUES- HOW ARE WE DOING?**

**PERSONAL DISCUSSION**

\*LEVEREGE POINT- BIGGEST PAYBACK FOR PUPOSEFUL VS REACTIVE THINKING