

Personal Focus Meeting — Level ONE

Name

Location

Day / Date

Time

The purpose of the PFM is to **Create Space** to think and prepare for your day. (See Chapter 10 in Leaders Create Space.)

Headline Check-in

EMOTION - What word best describes how you feel right now? Why are you feeling that way?

GRATITUDE - What are you thankful for? Who do you appreciate?

CELEBRATE - Who do you want to recognize, acknowledge or honor?

CHALLENGE - Where is the disruption, frustration or opposition? Where might you feel stuck?

3x3x3 DAILY Planner

My three goals:

- 1.
- 2.
- 3.

My three functions:

- 1.
- 2.
- 3.

My three priorities:

- 1.
- 2.
- 3.