

Name

Team Leader | Team Members Present

Location

Date

My Update to the Team

I. Last Week's Execution

- *What was the high and low point of your week? Consider how you influenced people, too.*

- *What action(s) did you commit to at our last TFM? What happened? How did it go? What did you learn?*

II. My Commitment and Focus

- *What one thing are you focused on (beyond doing the job) that will create value and move the business forward*
 - **SMART** = *Specific. Measurable. Attainable. Relevant. Time-bound.*
- Goal:** *From "Here" to "There" by when?*

Behavior(s)

What are the observable actions you are in charge of that will help you achieve your next level goal?

- 1.
- 2.
- 3.

Follow-up notes for IFM, remember to ask about, and/or have a conversation with my team...