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

   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…