

MEETING WITH YOUR CEO

MEETING AGENDA

- Action Items Achieved & Reflections
- Review & Action Items for next period
- Check, realign with vision

ACTION ITEMS ACHIEVED IN LAST PERIOD ()

ACTION ITEMS	DATE	PROGRESS

Notes:

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MEETING WITH YOUR CEO

Reflections for the past period ()

- What were you grateful for? Take time to celebrate!
- Were there action items unaccomplished? Review why and determine if they should remain.
- Were there time wasters? Review why and determine if they can be delegated or removed.
- Were there people or activities that drained you? Identify them.
- Were there attitudes and emotions you have to let go? E.g. blaming others (take responsibility instead!), forgive someone (rise higher, you are bigger!)

[Large empty grey box for reflections]

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ACTION ITEMS FOR COMING PERIOD ()

Top 3 things to focus on:

- 1.
- 2.
- 3.

ACTION ITEMS	DATE	PROGRESS

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Reflections for coming period ()

- What strengths* can you “flex” to achieve these actions?
- What positive thought can you focus on throughout this period?
- Who are the people who can support you?
- Are there systems or technology that can save you time?
- Is what you are doing contributing to your future self?
- Are there items you can outsource or delegate?

*Based on your top 5 strengths in the Gallup StrengthsFinder Report.

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MEETING WITH YOUR CEO

Your Vision for the year

- What is your vision of the year?
- What is your word of the year? (something that you focus on this year)
- What are the strengths you can focus on?
- How does your future self 1 year later look like?
- What are your goals in different aspects of your life – physically, spiritually, relationally, financially, growth and even contribution? (refer to *Meeting with CEO - Weekly Calendar pg 1*)

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