

NAME

DATE

What projects are you currently working on?		What isn't working right yet in your organization?
What is the most significant long-term opportunity facing your organization?		What could you be doing about it this month?
What's the most important decision you're facing?		What's keeping you from making it?
List the names of your direct reports:	Rate their performance (1 to 10):	How are you doing against your personal plan commitments for this year (the 7Fs)?
1.	1.	Financial:
2.	2.	Friends:
3.	3.	Fitness:
4.	4.	Faith:
5.	5.	Family:
6.	6.	Function (Career):
7.	7.	Fun:
What skill or behavior is limiting your effectiveness as a leader?		What commitments did you make at last month's coaching session?
What single thing could you do this month to bring the most value to your organization?		What is the most important thing we should be discussing this month?

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