

trategic Thinking	Have you clearly defined your vision?
	Does everyone understand the Big Picture?
	Are objectives clear and measurable, and related to the Big Picture?
First things FIRST.	 Where does the organization need to improve?
Communication	 What, if anything, has changed?
	Have you made any decisions that should be communicated?
	 Is there new information to share?
	 Do you need to update knowledge of processes, systems,
Did I communicate effectively?	or specific tasks?
eveloping People	 Are you doing your 1-on-1 Meetings™ consistently?
	Do you have a plan for training?
	Do your employees feel valued for their contributions?
	Are you challenging your people?
Vision. Direction. Inspiration.	Are you available?

First Things FIRST:

- What is the most important thing right now?
- What might prevent your success?
- Are you working intentionally or reactively?
- Are your people engaged? How do you know?

Clarity:

- What are we doing?
- WHY are we doing it?
- Are your cultural values clear?
- Are roles and responsibilities clear?