

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.	<ul> <li>Where does the organization need to improve?</li> </ul>
Communication	<ul> <li>What, if anything, has changed?</li> </ul>
	Have you made any decisions that should be communicated?
	<ul> <li>Is there new information to share?</li> </ul>
	<ul> <li>Do you need to update knowledge of processes, systems,</li> </ul>
Did I communicate effectively?	or specific tasks?
eveloping People	<ul> <li>Are you doing your 1-on-1 Meetings™ consistently?</li> </ul>
	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?