

# 100K Session Prep

Name:

Date:

## Set-Up Prep for this Quarter

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|--|---|
| <input type="checkbox"/> Set Out of Office on Email                | <input type="checkbox"/> Block the morning out to get ready |
| <input type="checkbox"/> Send Documents to Katie/Jeremy            | <input type="checkbox"/> Print documents for everyone       |
| <input type="checkbox"/> Finish all homework given at last session | <input type="checkbox"/> Take a Clarity Break               |

## Review

*"Bests": In the past Quarter / 90 days*

**Personal Best:**

**Professional Best:**

*Update: Working?* As of today, what is working within your business? The good stuff and wins!

**In your Division/Department:**

**People - Anyone deserve a shout out?:**

*Update: Not Working?*

**Company-wide:**

**In your Division/Department:**

**People:**

*Who does not fit your Core Values (wrong person)?*

*Who is not succeeding in their role (wrong seat)?*

**Are there any elephants in the room?:** ☐ Yes ☐ No

*If "Yes": What are we tap dancing around and not saying directly?*

*What are you uncomfortable bringing up? ( be courageous, "comfortable with being uncomfortable"):*

☐ **Know your Numbers**

## *Read your VITO®*

Do you believe every work? Are you excited about the vision it paints? Are you living this document? Is your team living the document? Is this what you REALLY want? What do you believe that the team doesn't really believe in? What are you not challenging?

## *Review the Scorecard*

Do you love it? What worked? What didn't? Are there numbers that you never discuss? What has to change for you to have a better score next quarter? Are there Rocks that would transform the way the scorecard is performing? Are there processes or systems that the scorecard is telling us aren't working?

## *Review the Accountability Chart*

Is your team the team that is going to take you to the next level? Is this the team you want if you were going to double the output?

## Prepare

### *Opportunities*

As of today, what are the top two things your company can do to increase profit in the next 6 to 18 months?

### *Expectations for the session:*

*State anything in particular you want to achieve, handle, get agreement on etc.*

[illegible]

<b>RATING:</b>	+	+/-	-							
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# DELEGATE AND ELEVATE™

LOVE / GREAT	LIKE / GOOD
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DON'T LIKE / GOOD	DON'T LIKE / NOT GOOD
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