

Fix-it Template

What is broken?

1. What is broken?	2. What does broken look like? I know this is broken because...	3. All see it?

Universal Questions Template—SMARTER

Specific Outcome(s)?		
Measures of Success	What will it take to say I am successful?	
Anticipation	Risks?	Opportunities?
Resources	In place?	To be arranged?

Template Builder

Process:		
Outcome: What should this template produce?	Collect the Bits: Mind Map	
Sort the Bits: Create categories from your mind map.	Bits Sorted by Category:	Clarify the Bits: Form the questions.

Weekly Check-in with My Boss Template

Process:	Questions:	
Review last 2 weeks:	Any info I missed:	Any unfinished business?
	Meetings boss attended:	Commitments missed/due:
	Conversations boss had:	
Anticipate next 6 weeks:	Info I need:	Commitments:

Weekly Check-in with My Boss Template

Our Top 8 Current Projects:	Progress:	Changes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
New projects? New rankings?		
Anticipate problems:	On fire now?	Smoldering?