| L.E.A.D. — ONE-ON-ONE MEETING TEMPLAT | E | | | |
|--|-----------------|--|---------------------------|------------|
| NAME: COACH: | | TODAY'S DATE: | NEXT MEETING: | |
| REFLECTIONS - SINCE YOUR LAST 1:1 MEETING | G, WHAT ARE YOU | R | | |
| PERSONAL: | | PROFESSIONAL: | | |
| HIGH: | | HIGH: | | |
| | | | | |
| IOW | | LOW | | |
| LOW: | | LOW: | | |
| | | | | |
| DID YOU COMPLETE YOUR GAME PLAN FROM | I THE LAST MEET | TING? | | |
| YES NO Lessons Learned: | | | | |
| SCORECARD: KEY PERFORMANCE INDICATORS | (KPIs) | | | |
| Leading Indicators: Current # | Target # | Lagging Indicators | Current # | Target # |
| 1. | - | 1. | | |
| 2. | | 2. | | |
| 3. | | 3. | | |
| | | | | |
| INDIVIDUAL QUARTERLY PRIORITIES | | | | |
| Priority Name: | | | KPI ("X | of Y") |
| Priority Name: 1. | | | KPI ("X | of Y") |
| Priority Name: | | | KPI ("X | of Y") |
| Priority Name: 1. 2. 3. | | | KPI ("X | of Y") |
| Priority Name: 1. 2. | | What, if any, obstacles are preventing y | | |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY | | What, if any, obstacles are preventing y | | |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY | | What, if any, obstacles are preventing y | | |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY What's on your mind? | | What, if any, obstacles are preventing y | | |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY What's on your mind? GAME PLAN | | What, if any, obstacles are preventing y | you from accomplishing yo | our goals? |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY What's on your mind? GAME PLAN ACTION ITEM | | What, if any, obstacles are preventing y | | our goals? |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY What's on your mind? GAME PLAN ACTION ITEM 1. | | What, if any, obstacles are preventing y | you from accomplishing yo | our goals? |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY What's on your mind? GAME PLAN ACTION ITEM | | What, if any, obstacles are preventing y | you from accomplishing yo | our goals? |
| Priority Name: 1. 2. 3. PARKING LOT: TOPICS TO DISCUSS TODAY What's on your mind? GAME PLAN ACTION ITEM 1. 2. | | What, if any, obstacles are preventing y | you from accomplishing yo | our goals? |

SIMONS

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