**Questions:**

* What questions do I need addressed with my manager?
* What do I need to start, stop, or continue?

**Successes:**

* What have I done well my manager should be aware of?

**Hot Action Items:**

* What items are a priority?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Responsible | Task | Status | Deadline | Date completed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Calendar of Important Events:**

* What is happening this week/month?

**Weekly Teams/Projects Objectives and Key Results (OKRs):**

* What is the current status of all assigned work?

|  |  |  |
| --- | --- | --- |
| * Team/Project |  |  |
| Objectives: | Key Results: | Meetings/Time: |
|  |  |  |
| * Team/Project |  |  |
| Objectives: | Key Results: | Meetings/Time: |
|  |  |  |
| * Team/Project: |  |  |
| Objectives: | Key Results: | Meetings/Time: |
|  |  |  |