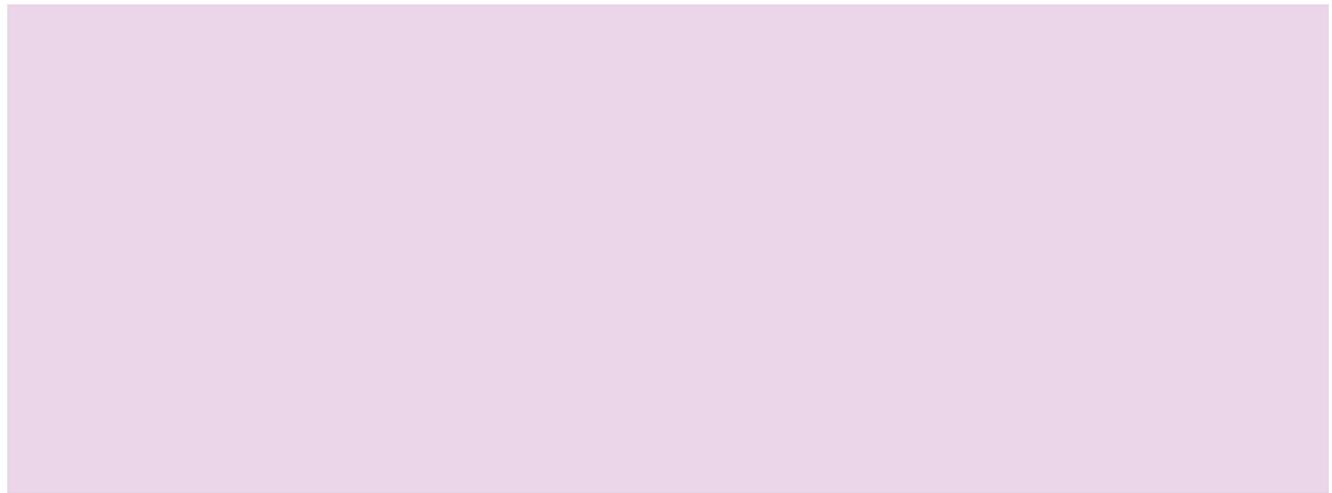


1. Connect with your team. Write down 5 talking points below.

Meeting Time: 2-5 minutes.

Examples:

- Ask about their weekend, vacation, family.
- Tell them a story about your life/business.

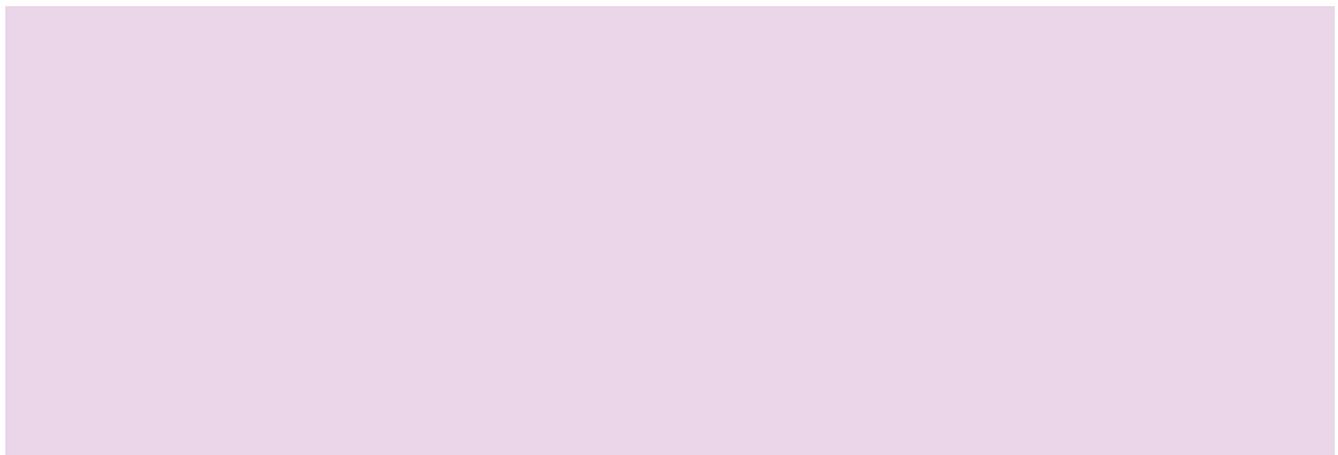


2. Talk about your vision for the business and/or project. Write down your ideas below.

Meeting Time: 2-5 minutes.

Examples:

- Your mission, why you're doing this, why it's important.
- Where you see this project taking your business and your team.



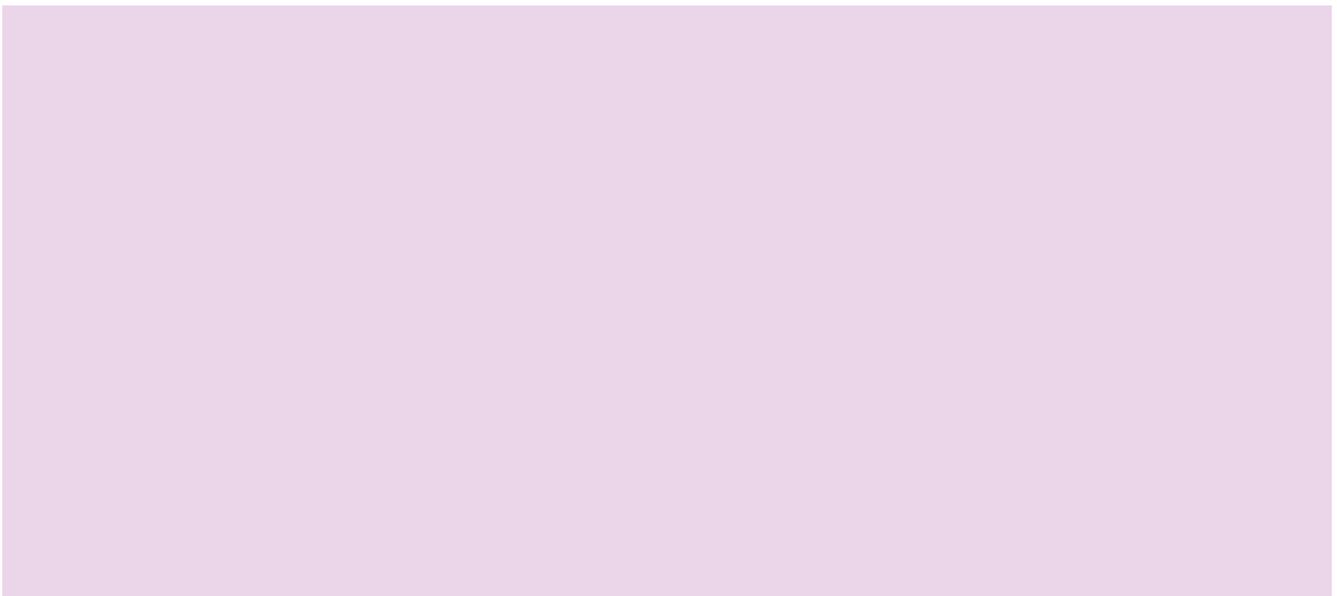
3. What does your team have on their plate this week for your business/project? You or your assistant can take notes below.

Meeting Time: Depends on workload.



4. Review what you need them to accomplish this week. Write out action items below.

Meeting Time: Depends on workload.



5. Focus on priorities and re-communicate deadlines.

Meeting Time: 5 – 10 minutes.

6. Ask if there are any questions or issues that they foresee. Write any questions or follow up items below.

Meeting Time: 5 minutes.



Remember to follow up in writing with any major deadlines that are approaching. Either you, your project manager or your assistant can do this.