

Quarterly Review

Preparing for your review

- Get comfortable: You might want to go somewhere you don't associate with work.
- Transition to mindfulness: Take 5-10 minutes of quiet time. Meditate, doodle, or just stare straight ahead – whatever it takes to put a “buffer” between you and your everyday stuff.
- Make notes: Have something to write in/on.
- Protect your space: Make sure you won't be disturbed. This is your time!

Looking Back

1. What have I accomplished in the last quarter?
2. Where am I today compared with where I was three months ago?
3. Am I happy with where I'm at? What would I like to change?
4. How well am I keeping up with all my duties and obligations?
5. Is everything I'm doing contributing to my advancement towards my goals?
What can I do about the stuff that isn't?
6. What went right over the past quarter? How can I make sure more of that happens?
7. What went sideways over the past quarter? What lessons can I learn from that?

Quarterly Review

Looking Ahead

1. What are my goals for the next week? Month? Quarter?
2. Who do I want to be?
3. Where would I like to be in three months? What would I like to say I have accomplished three months from now?
4. Given where I would like to be in three months, how will I get there?
What steps / actions will I take?
5. What kind of help do I need?
6. What is coming up that I need to be prepared for?
7. What new projects would I like to get started in the next quarter?
8. How do I want to present myself to the world this quarter?
What energy, attitudes and behaviors do I want to project?

What's Next — Additional Questions to Ponder*

1. What does a good day look like? A good week?
2. Who do you want to work with?
3. Who are you trying to please?
4. What sort of feedback brings you down?
5. What's your tolerance for being misunderstood? By whom?
6. Is it about process or projects?
7. Which part of the project makes you happy?
8. At the end of the project, what would you like in return?
9. What diminishes the work?
10. How high do the stakes need to be?
11. How close to the edge do you need to dance? Risk? Resources? Failure?
12. What will you take? What will you give? Who will you connect?
13. How much freedom will you sacrifice to get what you want? How much commitment will you promise?
14. What are you measuring? Smiles, comments, traffic, cash, media response, friends, peers, insiders, outsiders?
15. Will they miss you when you're done with this?

* Thanks to Seth Godin for this great list of questions.
http://sethgodin.typepad.com/seths_blog/2014/12/whats-next.html