



TEAM Report Card

Use this form to prepare for weekly check-in at team meetings.

TEAM MEMBER: _____

3-MIN UPDATE

List your top 3 priorities that are relevant to success of your role, the team and/or business. Be ready to share a 3-minute update on the status of each priority and any issues to address.

- 1.
- 2.
- 3.

RESISTANCE REVIEW

Feedback is our friend. Identify issues, concerns, and breakdowns that create resistance and need attention.

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PERSONAL CHECK IN

Take a minute to check-in on and share your personal state, both in terms of capacity, productivity and state of mind.

1 = Want to Put a Pencil in My Eye, 10 = Kick-Assery

I feel great about:	I could use help with:
1.	1.
2.	2.
3.	3.

NOTES & NEXT STEPS

Capture key discussion points and all next steps from meeting and calendar/schedule straight away.

PRODUCTIVITY SCORE

Give this week's meeting a productivity rating.

1 = Waste Time / Pencil in Eye feeling, 10 = Productive, Clear & Focused:

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