

Quarterly Review

Review of the Annual Business Plan

- ◀ What's working?
- What isn't working/needs to be amended or updated in light of outcomes?
- ↳ Where do you need support and what does that support look like?
- ◀ What personal goals have you reached?
- What professional goals have you reached?
- ↳ Any new professional or personal goals to add?
- ◀ Any other comments/notes?

Review of Results this quarter

- ◀ Billings- Targets vs Actuals
- KPI's- Targets vs Actuals

What have been your key achievements over this quarter?

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- ↳

What have been your key learnings over this quarter?

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Any changes you need to make for next quarter? (these can be professional or personal changes for your overall enjoyment of life and wellbeing)

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- ↳

Quarterly Review

Review of Individual Training Plan

- ◀ What training has been completed?
- Plan for outstanding training to complete?
- ↳ What training needs to be added (review of career pathway skills matrix if needed)

How will you reward yourself to celebrate the work you have done?

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- ↳

What are 3 things you are grateful for in your life right now?

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- ◀
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