Overview Design

JOEL SMITH COACHING LLC

Name: **Date:** / /

Company: **Industry:**

OVERVIEW	FINANCIALS
Number of Locations? Number of Employees? Staffing % (full = 100%)	Yearly Revenue/ Location? Net Profit Margin? Gross Profit Margin?

WHAT POSITION, TITLE OR ROLE DO YOU HAVE?	WHAT DO YOU WANT YOUR FUTURE TO LOOK LIKE?
Title: Hours: Responsibilities:	

HOW FAR DO I DESIRE TO GROW/SCALE THE BUSINESS?	WHAT WILL THE CULTURE AND TEAM DYNAMICS LOOK LIKE?

LEADERSHIP	RATE EACH LEADER FROM 1-10:	
Current Organizational Chart: Ideal Organizational Chart: Unit Directors (GM) in every location? # Employees / Location: Position Titles:		

COMMUNICATION - Company Meetings:	PURPOSE / Topics of Focus?
Yearly: Quarterly: Monthly: Weekly:	

OPERATIONAL EXCELLENCE	WHAT SPECIFICALLY DO WE NEED TO IMPROVE?
Customer service: Sales: Production / Efficiency: Cost Control: Quality:	

WHAT ARE MY SUPERPOWERS?	WHAT IS OUR COMPETITIVE ADVANTAGE?

Legacy DESIGN

JOEL SMITH COACHING LLC

Name: **Date:** / /

MY EULOGY – What will be said at my funeral?

MY ACCOMPLISHMENTS – What will others say my greatest accomplishments were?

MY IMPACT– How would others say I changed their lives for the better?

MY REGRETS– What would likely be my biggest regrets?

Purpose DESIGN

JOEL SMITH COACHING LLC

Name: **Date:** / /

PURPOSE STATEMENT: (1- or 2-sentence summarizing the ideas listed below)

CORE VALUES: WHAT YOU CARE MOST ABOUT, PRIORITIZE OR PROTECT. (3-5)

1.
2.
3.
4.
5.

WHO SPECIFICALLY DO YOU SERVE?	WHY DO THEY NEED US?

SULUTIONS – WHAT PROBLEMS DO WE SOLVE?	WHY IS IT IMPORTANT?

CORE COMPENTENCIES – WHAT DO I (WE) DO BEST?

DRIVE – WHAT ACTIVITIES AND TASKS GET ME JAZZED WHEN DOING?

IMPACT – WHAT BURDEN OR NEED IS THE MOTIVATION BEHIND OUR MISSION?

Mission DESIGN & GUIDING PRINCIPLES

JOEL SMITH COACHING LLC

Name:	Date: / /

MISSION STATEMENT WORKSPACE:

WE WILL:

1.

2.

3.

BY:

BECAUSE:

MISSION STATEMENT SUMMARY STATEMENT: (Summarized from above in 1 or 2 sentences):

GUIDING PRINCIPLES: Character values and principles that guide me on my mission:

MY PERSONAL CHARACTER AND BEHAVIOR SHOULD REFLECT THESE 3 PRINCIPLES OR VALUES:

1.

2.

3.

BECAUSE:

CRITICAL ACTIONS: Daily priority habits or practices necessary to keep me focused and on target:

EVERY DAY I Will:

1.

2.

3.

5 Year VISION DESIGN

JOEL SMITH COACHING LLC

Name:

Vision -Date: / /

VISION SUMMARY STATEMENT: (Summarized from below)

WHAT POSITION, TITLE OR ROLE WILL I HAVE?	WHAT DO I WANT MY INCOME LOOK LIKE? ASSETS?
HOW FAR DO I DESIRE TO GROW/SCALE THE BUSINESS?	WHAT WILL THE CULTURE AND TEAM DYNAMICS LOOK LIKE?
WHAT WILL MY NEW RESPONSIBILITIES LOOK LIKE?	HOW WILL I TRANSITION INTO/OUT OF MY ROLE?
WHAT NEW PROCESSES WILL I NEED TO DEVELOP?	WHAT NEW SYSTEMS/INFO WILL I NEED TO LEARN?
WHAT GUARDRAILS WILL I PUT IN PLACE TO PROTECT ME?	HOW WILL THIS VISION IMPACT MY FAMILY?
WHAT AREAS WILL I NEED COACHING?	WHAT WILL MY MENTORSHIP PROGRAM LOOK LIKE?

3 Year VISION DESIGN

JOEL SMITH COACHING LLC

Name:

Vision -Date: / /

VISION SUMMARY STATEMENT:

WHAT POSITION OR TITLE WILL I HAVE?	WHAT DO I WANT MY INCOME LOOK LIKE? ASSETS?
WHAT WILL BE THE SCALE OF THE BUSINESS?	WHAT WILL THE CULTURE AND TEAM DYNAMICS LOOK LIKE?
WHAT WILL MY NEW RESPONSIBILITIES LOOK LIKE?	WHAT WILL THE LEADERSHIP TEAM LOOK LIKE?
WHAT NEW SKILLS WILL I NEED TO DEVELOP/TEACH?	WHAT KNOWLEDGE DO I NEED TO LEARN/TEACH?
WHAT GUARDRAILS WILL I PUT IN PLACE TO STAY FOCUSED?	HOW WILL MY VISION IMPACT MY FUTURE OPPORTUNITIES?
HOW CAN I PREPARE TO BE COACHABLE?	HOW WILL I COACH MY TEAM?

1 Year VISION DESIGN

JOEL SMITH COACHING LLC

Name:

Vision -Date: / /

VISION SUMMARY STATEMENT:

HOW WILL MY POSITION TO CHANGE?	WHAT DO I WANT MY INCOME LOOK LIKE? ASSETS?
HOW MUCH PROGRESS DO I EXPECT TO MAKE?	**WHAT WILL THE CULTURE AND TEAM DYNAMICS LOOK LIKE?**
WHAT WILL MY NEW RESPONSIBILITIES LOOK LIKE?	**WHAT RESPONSIBILITIES DO I NEED TO SURRENDER?**
WHAT NEW SKILLS/KNOWLEDGE WILL I NEED TO DEVELOP?	**HOW WILL I DEVELOP/LEARN THEM?**
WHAT GUARDRAILS WILL I PUT IN PLACE TO GET STARTED?	**HOW WILL THIS VISION IMPACT MY TEAM?**
WHO WILL I SEEK TO COACH ME?	**WHO DO I NEED TO BEGIN MENTORING/COACHING?**

Quarter 1 GOALS DESIGN

JOEL SMITH COACHING LLC

Name: **End of Quarter Date:** / /

KPI's – KEY PERFORMANCE INDICATORS (KPI's) - MANAGEMENT/ OPERATIONS

SALES/MARKETING:	GOAL:	ACTION STEPS:
		1. 2. 3.
LABOR COST/CONTROL:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
COST OF GOODS/SERVICES:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
CUSTOMER SERVICE /QUALITY/CLEANLINESS	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
PRODUCTION / EFFICIENCY:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.

KLI's - KEY LEADERSHIP INDICATORS – LEADERSHIP/GROWTH

PERSONAL GROWTH: LEADERSHIP KNOWLEDGE/SKILL IMPROVEMENT:	PROGRESS:
1. 2. 3.	
TIME/PRIORITY PLANNING: FUTURE FOCUSED/PILLARS/DAILY & WEEKLY PLANNING:	**PROGRESS:**
1. 2. 3.	
PRODUCTION & EXECUTION: EFFICIENCY/PACE SETTER/FINISH-LINES & BENCHMARKS:	**PROGRESS:**
1. 2. 3.	
LEADERSHIP/COACHING: COMMUNICATION/EMPOWERMENT/COACHING TEAM MEMBERS:	**PROGRESS:**
1. 2. 3.	
TALENT ACCUSITION - RECRUITING/ATTRACTING TALENT/ONBOARDING/TURNOVER:	**PROGRESS/:**
1. 2. 3.	

Quarter 2 GOALS DESIGN

JOEL SMITH COACHING LLC

Name: **End of Quarter Date:** / /

KPI's – KEY PERFORMANCE INDICATORS (KPI's) - MANAGEMENT/ OPERATIONS

SALES/MARKETING:	GOAL:	ACTION STEPS:
		1. 2. 3.
LABOR COST/CONTROL:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
COST OF GOODS/SERVICES:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
CUSTOMER SERVICE /QUALITY/CLEANLINESS	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
PRODUCTION / EFFICIENCY:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.

KLI's - KEY LEADERSHIP INDICATORS – LEADERSHIP/GROWTH

PERSONAL GROWTH: LEADERSHIP KNOWLEDGE/SKILL IMPROVEMENT:	PROGRESS:
1. 2. 3.	
TIME/PRIORITY PLANNING: FUTURE FOCUSED/PILLARS/DAILY & WEEKLY PLANNING:	**PROGRESS:**
1. 2. 3.	
PRODUCTION & EXECUTION: EFFICIENCY/PACE SETTER/FINISH-LINES & BENCHMARKS:	**PROGRESS:**
1. 2. 3.	
LEADERSHIP/COACHING: COMMUNICATION/EMPOWERMENT/COACHING TEAM MEMBERS:	**PROGRESS:**
1. 2. 3.	
TALENT ACCUSITION - RECRUITING/ATTRACTING TALENT/ONBOARDING/TURNOVER:	**PROGRESS/:**
1. 2. 3.	

Quarter 3 GOALS DESIGN

JOEL SMITH COACHING LLC

Name: **End of Quarter Date:** / /

KPI's – KEY PERFORMANCE INDICATORS (KPI's) - MANAGEMENT/ OPERATIONS

SALES/MARKETING:	GOAL:	ACTION STEPS:
		1. 2. 3.
LABOR COST/CONTROL:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
COST OF GOODS/SERVICES:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
CUSTOMER SERVICE /QUALITY:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
PRODUCTION / EFFICIENCY:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.

KLI's - KEY LEADERSHIP INDICATORS – LEADERSHIP/GROWTH

PERSONAL GROWTH: LEADERSHIP KNOWLEDGE/SKILL IMPROVEMENT:	PROGRESS:
1. 2. 3.	
TIME/PRIORITY PLANNING: FUTURE FOCUSED/PILLARS/DAILY & WEEKLY PLANNING:	**PROGRESS:**
1. 2. 3.	
PRODUCTION & EXECUTION: EFFICIENCY/PACE SETTER/FINISH-LINES & BENCHMARKS:	**PROGRESS:**
1. 2. 3.	
LEADERSHIP/COACHING: COMMUNICATION/EMPOWERMENT/COACHING TEAM MEMBERS:	**PROGRESS:**
1. 2. 3.	
TALENT ACCUSITION - RECRUITING/ATTRACTING TALENT/ONBOARDING/TURNOVER:	**PROGRESS/:**
1. 2. 3.	

Quarter 4 GOALS DESIGN

JOEL SMITH COACHING LLC

Name: **End of Quarter Date:** / /

KPI's – KEY PERFORMANCE INDICATORS (KPI's) - MANAGEMENT/ OPERATIONS

SALES/MARKETING:	GOAL:	ACTION STEPS:
		1. 2. 3.
LABOR COST/CONTROL:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
COST OF GOODS/SERVICES:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
CUSTOMER SERVICE /QUALITY/CLEANLINESS	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.
PRODUCTION / EFFICIENCY:	**GOAL:**	**ACTION STEPS:**
		1. 2. 3.

KLI's - KEY LEADERSHIP INDICATORS – LEADERSHIP/GROWTH

PERSONAL GROWTH: LEADERSHIP KNOWLEDGE/SKILL IMPROVEMENT:	PROGRESS:
1. 2. 3.	
TIME/PRIORITY PLANNING: FUTURE FOCUSED/PILLARS/DAILY & WEEKLY PLANNING:	**PROGRESS:**
1. 2. 3.	
PRODUCTION & EXECUTION: EFFICIENCY/PACE SETTER/FINISH-LINES & BENCHMARKS:	**PROGRESS:**
1. 2. 3.	
LEADERSHIP/COACHING: COMMUNICATION/EMPOWERMENT/COACHING TEAM MEMBERS:	**PROGRESS:**
1. 2. 3.	
TALENT ACCUSITION - RECRUITING/ATTRACTING TALENT/ONBOARDING/TURNOVER:	**PROGRESS/:**
1. 2. 3.	

MEETING AGENDA DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: **Meeting -Date: / / Time:**

Team/Dept: **Location:**

PURPOSE OF MEETING: (1 MIN)	ATTENDEES:

REMINDERS/ANNOUNCEMENTS: (3 MIN)

COMPANY PURPOSE STATEMENT: (1 MIN)	COMPANY CORE VALUES: (1 MIN)

TOPIC #1 (10 MIN)

TOPIC #2 (10 MIN)

TOPIC #3 (10 MIN)

CONCLUSION / SUMMARY / DECISIONS: (5 MIN)

ACTION ITEMS: (5 MIN) WHAT?	WHO?	WHEN?

MEETING AGENDA DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: | **Meeting -Date: / / Time:**

Team/Dept: | **Location:**

PURPOSE OF MEETING: (1 MIN)	ATTENDEES:

REMINDERS/ANNOUNCEMENTS: (3 MIN)

COMPANY PURPOSE STATEMENT: (1 MIN)	COMPANY CORE VALUES: (1 MIN)

TOPIC #1 (10 MIN)

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TOPIC #1 (10 MIN)

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REMINDERS/ANNOUNCEMENTS: (3 MIN)

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Leader: **Meeting -Date: / / Time:**

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COMPANY PURPOSE STATEMENT: (1 MIN)	COMPANY CORE VALUES: (1 MIN)

TOPIC #1 (10 MIN)

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TOPIC #3 (10 MIN)

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MEETING AGENDA DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: **Meeting -Date: / / Time:**

Team/Dept: **Location:**

PURPOSE OF MEETING: (1 MIN)	ATTENDEES:

REMINDERS/ANNOUNCEMENTS: (3 MIN)

COMPANY PURPOSE STATEMENT: (1 MIN)	COMPANY CORE VALUES: (1 MIN)

TOPIC #1 (10 MIN)

TOPIC #2 (10 MIN)

TOPIC #3 (10 MIN)

CONCLUSION / SUMMARY / DECISIONS: (5 MIN)

ACTION ITEMS: (5 MIN) WHAT?	WHO?	WHEN?

Brainstorming Meeting DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: **Meeting -Date: / / Time:**

Team/Dept: **Location:**

SALES/MARKETING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
FORCASTING/PLANNING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
STAFFING/RECRUITING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TRAINING/DEVELOPMENT:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
COMMUNICATION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
LEADERSHIP/COACHING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TEAM CULTURE:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
INOVATION/NEW IDEAS:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
IN NEED OF ATTENTION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?

Brainstorming Meeting DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: **Meeting -Date: / / Time:**

Team/Dept: **Location:**

SALES/MARKETING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
FORCASTING/PLANNING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
STAFFING/RECRUITING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TRAINING/DEVELOPMENT:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
COMMUNICATION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
LEADERSHIP/COACHING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TEAM CULTURE:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
INOVATION/NEW IDEAS:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
IN NEED OF ATTENTION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?

Brainstorming Meeting DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: **Meeting -Date: / / Time:**

Team/Dept: **Location:**

SALES/MARKETING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
FORCASTING/PLANNING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
STAFFING/RECRUITING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TRAINING/DEVELOPMENT:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
COMMUNICATION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
LEADERSHIP/COACHING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TEAM CULTURE:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
INOVATION/NEW IDEAS:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
IN NEED OF ATTENTION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?

Brainstorming Meeting DESIGN (45 MIN)

JOEL SMITH COACHING LLC

Leader: **Meeting -Date: / / Time:**

Team/Dept: **Location:**

SALES/MARKETING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
FORCASTING/PLANNING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
STAFFING/RECRUITING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
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LEADERSHIP/COACHING:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
TEAM CULTURE:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
INOVATION/NEW IDEAS:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?
IN NEED OF ATTENTION:	HOW ARE WE DOING?	WHAT ACTIONS DO WE NEED TO TAKE?

Forecasting DESIGN

JOEL SMITH COACHING LLC

Leader:

Team/Dept:

FINANCIAL FORECAST:

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Sales												

Leader:

Team/Dept:

FINANCIAL FORECAST:

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Sales												

Leader:

Team/Dept:

FINANCIAL FORECAST:

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Sales												

Forecasting DESIGN

JOEL SMITH COACHING LLC

Leader:

Team/Dept:

FINANCIAL FORECAST:

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Sales												

Leader:

Team/Dept:

FINANCIAL FORECAST:

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Sales												

Leader:

Team/Dept:

FINANCIAL FORECAST:

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Sales												

Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
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QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
2.	
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

REVIEW / UPDATES:	BIG ROCKS – DAILY HABITS SCORECARD:

ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

CHALLENGES:	OPPORTUNITIES:
External:	External:
Internal:	Internal:

QUARTERLY KPI's:	TEAM DEVELOPMENT CONCERNS & SOLUTIONS:
1.	
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Coaching Session

JOEL SMITH COACHING LLC

Name: **Date:** / /

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ACTION ITEM #1: DUE	NOTES:

ACTION ITEM #2 DUE	

ACTION ITEM #3: DUE	

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Internal:	Internal:

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Coaching Session

JOEL SMITH COACHING LLC

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