

TEAM lookout

smarter priorities for your team

TEAM lookout is a tool to help you understand and pull together a 'team priorities plan' created by your team for your team.

INSTRUCTIONS

Ask each member of your team to answer the following questions to let you know what they think your priorities are.

Encourage your team to include anything that they want -

- 1/ something that they are working on
- 2/ something that they know the team are working on
- 3/ something that they think you should work on
- 4/ or anything else...

You can then use all of the feedback to start pulling together your team priority plan.

Who is completing this form?

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

We have a lot going on this year. But, what do you think is our biggest priority?

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

What's our second biggest priority?

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

And our third?

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

What else is on your mind as our priorities?

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Now for something slightly different - what things are you worried about stopping us achieving these priorities?

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

And finally, if you could identify one priority area of your own personal development, what would it be?

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