

# - THE MONDAY TEAM MEETING -

A lot can happen in 5 short days.

And a lot of progress towards your goals can occur when you set yourself up for success in those 5 days.

You need to begin your week the way that you want to end it, **STRONG** and **CONFIDENT**.

The Monday Team Meeting is designed to create intention, direction for you and your team and to kick start your level of motivation so that you move closer to your goals every single week.

It's a 15-minute meeting led by the director/manager or team leader and prior to the meeting, everyone that is due to attend needs to first review the notes from The Friday Team Meeting and complete their Monday Team Meeting form for commitment and accountability.

**N.B Most fields below can be simply copied from the Friday Team Meeting that occurred the week prior.**

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## THE MONDAY TEAM MEETING

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**My goals for the week are?**

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**My learning goals for the week are?**

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**The team member I'm meeting with to get support is...**

\_\_\_\_\_

\_\_\_\_\_

**At time...**

\_\_\_\_\_

\_\_\_\_\_

**Our team core value for this week is...**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**My personal word for the week is...**

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