

- THE STATE OF THE BUSINESS MEETING AGENDA-

The state of the business meeting should take place at the end of each week. Allocate 60-90 mins to complete everything in this meeting.

Date:

Agenda

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| 1. | Company Scorecard | 10 mins |
| 2. | Financial Health | 5 mins |
| 3. | Review goals are you above or below the line | 5mins |
| 4. | Review your quarterly projects | 5 mins |
| 5. | Review your weekly one to one form | 10 mins |
| 6. | Issues solving conversation | 20 mins |
| 7. | Create your action plan for next week | 5 mins |
| 8. | Add it to your calendar | 5 mins |