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Week 24 Focus: Quarterly Checkpoint

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Focus Question: *What's important to note about your work right now?*

Description

Every quarter, I'll be including a pause point to undertake a quarterly checkpoint. In addition to weekly and monthly planning, it can be valuable to spend time doing some quarterly planning. Looking across your goals and achievements over a three-month period, can provide a different perspective.

Activity

Earmark 30 – 60 minutes to undertake your Q1 checkpoint. If you prefer to do this in the company of others, consider joining me for a quarterly planning session.

Grab a pen and your planner or journal. You may wish to set a timer, giving yourself 3-5 minutes to reflect on and capture your thoughts around each of these questions.

Note the following:

- » What have you accomplished?
- » What are the things which are still needing to get done?
- » What has been your key learning over time?

Over the last three months ask yourself:

- » What are the patterns you are noticing?
- » What has shifted?
- » What has stayed the same?
- » What are you surprised about?
- » What are you doing to leverage your strengths?
- » What strengths are becoming overmagnified?
- » What habits are helping you? What habits do you want to put more attention around?

Note your programming and/or services deliver. Ask yourself:

- » Where have you been spending your time?
- » What have you done to prioritize? What's working and what's not?
- » How much volume of work have you been completing?

For more on this topic check out:

PlanDoTrack – Quarterly Planning Section

Remote Pathways New Guide – Quarterly Checkpoint (Day 30)

**“Action is the
foundational key to
all success.”**

Pablo Picasso

Looking Ahead

Take note of the questions asked here and be sure to keep visible some of these questions including:

- » Key focus areas for the next quarter are:
- » My priorities are:
- » Other priorities to keep in mind are:
- » What else is important to note?