Company Priorities:

Reminds each team member what the story is about and helps them align their work with the overall objectives of the business.

My Department's Top Priorities:

Reminds them how their department directly contributes to the overall objectives of the business.

My Personal Priorities:

Gives the team member an opportunity to define what they believe is the most important use of their time to help accomplish the department's priorities.

My Development Priorities:

Look for opportunities for each team member to get better and stronger.

Personal Priority Speed Check

NAME

COMPANY PRIORITIES
BY _____

①

②

③

MY DEPARTMENT'S TOP PRIORITIES
Time-bound · Measurable · Specific

1. _____
2. _____
3. _____
4. _____
5. _____

MY PERSONAL PRIORITIES
Timebound · Measurable · Specific

1. _____
2. _____
3. _____
4. _____
5. _____

MY DEVELOPMENT PRIORITIES

1. _____
2. _____
3. _____