

Reflective Questions - Leader

Which goals are on track? Which goals are at risk? What's one quick win you can complete this month?

Where have I shown up as my best self this year? Which habits or practices supported my progress?

Where have I felt stuck or ineffective? What feedback have I avoided or ignored?

What one conversation could unlock progress right now? Who do I need to recognize or encourage before year-end?

Reflective Questions - Team

What has our team accomplished so far this year? Where have we exceeded expectations?

Which projects or deliverables are behind? What barriers are slowing us down?

On a scale of 1-10, how's our energy right now? What's one action we can take to lift team morale?

Where are we communicating well? Where do we need to adjust how we work together?

Q4 Planning

How effectively have I communicated expectations and feedback to my team?

- Excellent Fair
 Good Needs improvement

How effectively have we collaborated across roles and functions?

- Excellent Fair
 Good Needs improvement

What support do I need as the leader to set myself and my team up for success going into 2026?

Our top priorities for Q4:

Q4 Goals

Think about the priorities you identified for Q4. Now, narrow your focus to the three most important goals that directly connect to those priorities. These should be specific, measurable outcomes that will make the biggest impact on how you close out the year.

Q4 Goal #1

Q4 Goal #2

Q4 Goal #3

Resources and support needed to accomplish these goals: