

Quarterly or Yearly Report Card

	Read each statement. Please rate the following by circling or highlight the appropriate number.	Failing	Fair	Good	Great	Excellent
1	Company - Efficiency	1	2	3	4	5
2	Company - Effectiveness	1	2	3	4	5
3	Company - Time Management	1	2	3	4	5
4	Company - Organization	1	2	3	4	5
5	Company - Budget	1	2	3	4	5
6	Company – KPI’s	1	2	3	4	5
7	Company - Growth	1	2	3	4	5
8	Company - Profit	1	2	3	4	5
9	Company – Customer Service	1	2	3	4	5
10	Personal - Efficiency	1	2	3	4	5
11	Personal - Effectiveness	1	2	3	4	5
12	Personal – Time Management	1	2	3	4	5
13	Personal - Organization	1	2	3	4	5
14	Personal – Owners Pay	1	2	3	4	5
15	Personal - Growth	1	2	3	4	5
16	Personal – Work-Life- Harmony	1	2	3	4	5

Choose one of the above items you want to improve between now and end of the year – Brainstorm ideas for improvement. Who can help? Action Steps?



Ignite Your Productivity!

This past year's goals Review

Will you accomplish your goals by year end?

If yes, how did you celebrate? _____

If no, how what got in the way?

What will it take to be able to accomplish them?

What successes have you had this year?

Missed Opportunities

Disappointments?
