



What's the most crucial project you'd like to work on this quarter so you can communicate or delegate it successfully?

O PURPOSE

What do you want to accomplish? Describe the goal you're aiming for. This is crucial information for others on your team to understand so they can align with your vision.

☐ IMPORTANCE

What is the biggest difference this will make? Why is this so important? Describe the impact this will have in detail so you and others can fully grasp its significance.

/ IDEAL OUTCOME

What does the completed project look like? Paint a picture of what it should look like when it's done.

BEST RESULT

What's the best that will happen if you take action on this project? Thinking about a positive result will inspire and energize you.

What's the worst that will happen if you don't take action on this project? Seeing the impact of inaction is a great motivator for you to move forward.

7 SUCCESS CRITERIA

What has to be true when this project is finished? What are the criteria for success? In other words, how will you and your team know that it worked? Give specifics so each criterion is measurable and can be judged in the end as successful or not.

Name: (Your name) Date: (Today's Date)

1. PROJECT/FOCUS	S		
PURPOSE	What do you want to accomplish? What is your motivation?	3. SUCCESS CRITERIA	What specific results must be true for this project to be a success?
		1	
		2	
IMPORTANCE	What is the difference this will make? What impact will this have?	3	
		4	
		5	
	What does the completed project leak		
IDEAL OUTCOME	What does the completed project look like? What is the payoff?	6	
		7	
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2. SELLING YOURS	ELF		
BEST RESULT			
What's possible if you do take action.			
WORST RESULT			
What's at risk if you don't take action.			

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Date:

Name: