



Agenda for Weekly Planning Meetings

- 1. Clear off your desk (TRAFFic).**
- 2. Empty ALL email inboxes.**
- 3. Review past week for follow up items.**
- 4. Review current week for preparations needed.**
- 5. Review Pipeline, Dashboard, and Goals.**
- 6. Review Roles and Mission Statement.**
- 7. Input tasks into week (1/2 day).**
- 8. Backup!!!**