

PREPARING FOR A STRATEGY MEETING

1. Review what you are accountable for on the strategy.

Ask yourself: **How far along am I on my pieces of the strategy?**

- a. I am ahead of where I planned to be. ACTION: no discussion time required on your pieces at the strategy meeting.*
- b. I am on track. ACTION: no discussion time required on your pieces at the strategy meeting.
- c. I am behind where I had planned to be. ACTION: go to Question 2 to continue preparing your pieces for the strategy meeting.



***Next Level Thinking**

If you've identified that your piece of the strategy is ahead of schedule, consider moving your focus to another piece, rather than continuing to push this one ahead. **This would be a strategic decision at the team level.**

2. If you selected “Behind” for any of your pieces of the strategy, tell yourself why you are behind. For example:

- a. I haven't allotted enough calendar time for this work.
- b. I don't have the appropriate time/money/buy-in to move this forward.
- c. I'm waiting for a decision from Person X before I can take next steps.
- d. Problem X is standing in my way.

3. Once you've identified why you are behind, be prepared to ask your team for support by asking for what you need. For example:

- a. I need help removing THIS roadblock. **Be specific.**
 - ii. I need 10 hours of support from a tech-savvy person over the next 60 days (replace “tech-savvy” with the skill/talent applicable).
 - iii. I need a 30-minute facilitated brainstorming session to help me feel passionate about this topic again.
- b. I need help understanding how others are making time for strategic work.
- c. I need ideas for how I can keep moving, while I wait for decisions from leadership.

The outcomes of your strategy meeting should be:

1. To start the ball rolling on strategy pieces that have stopped/not started.
2. To accelerate the ball rolling on strategy pieces that have slowed.
3. To build trust in the team by leveraging one another's unique skills, tools, talents, and experiences.