

Placemat Exercise

Track each employee's progress throughout the quarter at a glance and use the visual to guide productive one-on-one conversations and reflections.

List each person's projects, responsibilities, and development goals. Under each week, place a green, yellow, or red sticker noting progress for that line item.

EMPLOYEE NAME

QUARTER

■ On track
 ■ At risk
 ■ Off track

PROJECTS

Item	1	2	3	4	5	6	7	8	9	10	11	12

RESPONSIBILITIES

Item	1	2	3	4	5	6	7	8	9	10	11	12

DEVELOPMENT GOALS

Item	1	2	3	4	5	6	7	8	9	10	11	12