REALITY-BASED LEADERSHIP

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

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