

The Brain Trust Meeting Agenda

- 1. The best things:
Each person gives the single best thing that happened from a personal and a business perspective over the last week.
- 2. Goals & Scorecard:
Review the team quarterly goals and Successful Business Scorecard.
- 3. The Week Ahead:
Calendar review of business activities, so everyone knows what is happening.
- 4. Team Planner
Use the Team Planner to keep people's actions accountable.
- 5. Crucial Results
The 3 most important tasks for each person that week.