

SOS

Your logo here

Simple Operating System WORKBOOK

Quarterly Meeting **Q* YEAR**
Month, day, Year

NAME:

Q* *YEAR* AGENDA

00:00 – 00:15	Welcome & Shout Out	President/Coach
00:15 – 00:30	President Quarterly Update	President
00:30 – 00:50	Review Last Month's Rocks	Coach/Facilitator
00:50 – 1:05	Review Last Quarter's Rocks	Coach/Facilitator
1:05 – 1:15	BREAK	
1:15 – 1:35	Set Quarterly Rocks	Coach/Facilitator
1:35 – 2:25	Set Monthly Rocks	Coach/Facilitator
2:25 – 2:35	BREAK	
2:35 – 2:50	Parking Lot/Open Discussion	Coach/President
2:50 – 3:00	Wrap Up	

***YOUR COMPANY* VISION**

BHAG/THE END GOAL	CORE PURPOSE
THE 3 YEAR PLAN	CORE VALUES
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

STRUCTURE

ONE YEAR PLAN	
1.	
2.	
3.	
4.	
5.	

NOTES

STRUCTURE

Q* YEAR ROCKS

OWNER	ROCK	STATUS

NOTES

STRUCTURE

<i>(last)</i> MONTH YEAR ROCKS			
WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		
	#	ROCK	STATUS
	1		
	2		
	3		

(last) **MONTH YEAR ROCKS**

WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		

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	#	ROCK	STATUS
	1		
	2		
	3		

(last) **MONTH YEAR ROCKS**

WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		
	#	ROCK	STATUS
	1		
	2		
	3		

(last) **MONTH YEAR ROCKS**

WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		
	#	ROCK	STATUS
	1		
	2		
	3		

STRUCTURE

<i>(next)</i> Q* YEAR ROCKS		
OWNER	ROCK	DUE DATE

<i>(next)</i> MONTH YEAR ROCKS			
WHO	#	ROCK	DUE DATE
ME	1		
ME	2		
ME	3		