

**Executive Excellence** provides a systematic approach to significantly enhance your individual, team, and organizational effectiveness. By reading an article or two each week or month and collectively sharing ideas and insights on the article, you and your team will open the door to vital communication and the discovery of creative solutions to tough problems.

# EXECUTIVE Excellence Worksheet



## ARTICLE TITLE

**PERSONAL INSIGHTS** Find several ideas within the article that apply directly to you or your team.

**TEAM INSIGHTS** Ideas members shared that have meaning to you.

**PERSONAL GOALS** Set one personal goal based on insights that you have gained from this article.

**TEAM GOALS** Note any team goal and your role in that goal.

**ACTION ITEMS** Identify one or two action items you can immediately start doing to help accomplish your personal or team goals.

We promise significant results if you and your management team will commit to studying *Executive Excellence* magazine, discussing important issues on a regular basis. With this increased communication, your team will develop the solutions and strategies that will lift your organization to new heights.

