

EIGHT KEY QUESTIONS THAT GUARANTEE BETTER RESULTS IN YOUR NEXT PLANNING MEETING.

Asking and answering 8 key questions at 8 key steps in your next planning meeting can dramatically increase your results and success. Use them STEP BY STEP to Step Ahead® in your next planning meeting.

QUESTION	ACTION	RESULT
What is our shared objective? What unites us as a common goal?	1. SET OBJECTIVE	The team gains universal clarity as to objective and problem to be solved.
What are the key facts and assumptions on which we need to agree and base our thinking around?	2. ESTABLISH FACTS	Common facts and assumptions allow the team to better strategize to meet the objective.
What innovative, incremental, game changing strategies and new approaches can get us to our objective?	3. BRAINSTORM STRATEGIES	Thinking can get “out of the box” allowing the team to better innovate and consider bolder ideas.
Which of our strategy ideas should we focus on if we had to pick just a few to be our “focus strategies”?	4. PRIORITIZE	The team focuses in on a narrow set of strategies that have the most value.
What are the key milestones for each focus strategy?	5. SET MILESTONES	The team sets a timetable to results. “When do we need to be where?” on each focus strategy.
Who will be accountable focus strategy and overall?	6. ASSIGN OWNERS	Clarity as to accountability on each focus strategy and overall.
What actions are needed to achieve milestones?	7. DEFINE ACTIONS	The team either defines actions to achieve the milestones or sets a time by which owners need to define and refine action plans to achieve milestones.
How should we, as a team, work together after this meeting?	8. PLAN FOLLOW-UP	Establish a regular and consistent follow-up approach that helps foster “commitment to each other.”