**BUSINESS FORUM PERSONAL WORKBOOK**

**DATE OF MEETING:**

**UPDATE/INTROSPECTION**

For each area, give yourself an overall grade on a scale of 1-5 as well as detailing what is working well and what is challenging.

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| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Not great at all | So-so | Ok | Good | Fantastic |

|  |  |  |
| --- | --- | --- |
| **Area** | **What works well?** | **What are my challenges?** |
| Myself (me and family)1 2 3 4 5 |  |  |
| My unit/team/department/area1 2 3 4 5 |  |  |
| Our leadership group team1 2 3 4 5 |  |  |
| Total organization & industry1 2 3 4 5 |  |  |
| Brief report on previous presentation1 2 3 4 5 |  |  |

**THE ISSUE I CHOOSE TO WORK ON TODAY**

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**PUSH BACK FROM GROUP ON CHOSEN ISSUE**

You can note here any feedback you receive from the Forum with regards to which issue you should choose.

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**NONFLICT SELF-COACHING QUESTIONS**

Each member should fill this out for themselves, relating to the issue they have chosen.

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| **1. What is my real underlying Issue? How does it make me feel? What is important for me? (consider Cause-Symptom-Result)** |  |
| **2. What is working well for me/us (and can be leveraged)** |  |
| **3. What is the worst-case scenario (visualize facts and feelings) and what****probability (Low-Medium-High?)** |  |
| **4. What is the best-case scenario (visualize facts and feelings)** |  |
| **5. What are the obstacles for achieving my best-case scenario?(each element)** |  |
| **6. What can I do to overcome the controllable obstacles? - Who, what, when?** |  |

**GROUP SHARING TO PRESENTER**

Note here any responses you would like to share with the presenter, after hearing about their issue.

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| **(1) What emotions and memories have been triggered within me here and now?** |  |
| **(2) Questions: clarifying or open and thought-provoking? (not leading)** |  |
| **(3) Sharing short story/experience and thus my learning.** |  |
| **(4) Sharing feedback to the presenter, upon request.** |  |

**POWER REMINDER**

Note here a strength you see existing in the presenter, that will help them be able to deal with their issue.

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**PLAN OF ACTION AND ACCOUNTABILITY PARTNER**

Note here the action you wish to take, and choose someone to hold you accountable.

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**OTHER NOTES**

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