

# 4x4x4 Direct Report

---

TEAM MEMBER:

SUPERVISOR:

DATE:

4 PRIORITIES X 4 WEEKS X 4 LEADERS:

	PRIORITIES	S	Key Leaders
1			
2			
3			
4			

---

Any other goals for the quarter or season?

## Other Work Tasks, Events, etc.

The other list includes events or tasks that are part of your everyday job. These are different from the 4 areas you are trying to improve, but often can compete or limit your ability to accomplish your 4.

- At vero eos et accusam et justo duo dolores et ea rebum
- Ut wisi enim ad minim veniam.

## Fixed Weekly Rhythms, Meetings, etc.

Make a list of your current meetings, recurring tasks, etc. This is to help you and your supervisor see how much time you have to work on your 4x4 and Other, along with helping you see any changes you need to make. Include the number of hours for each and total at the end.

### Weekly

- At vero eos et accusam et justo duo dolores et ea rebum (1 hr)
- Ut wisi enim ad minim veniam. (2 hr)
- Quis nostrud exerci tation ullamcorper. (30 min)
- At vero eos et accusam et justo duo dolores et ea rebum (15 min)
- Ut wisi enim ad minim veniam. (45 min)
- Quis nostrud exerci tation ullamcorper. (2 hr)
- TOTAL WEEKLY: 6.5 hours