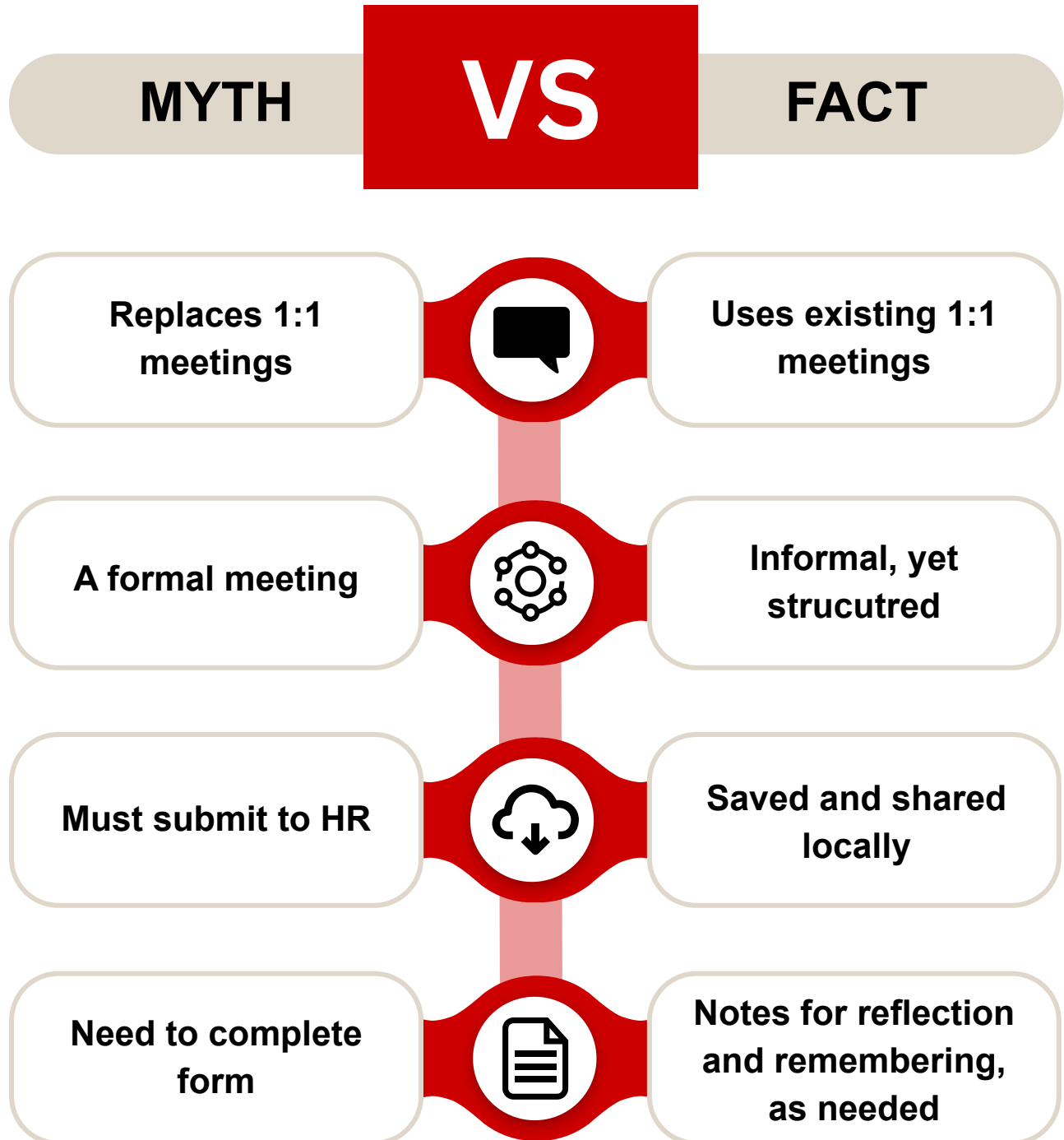




Chart Your Career

Quarterly Connects



Quarterly Connects Checklist

Use this checklist to make the most of every Quarterly Connect.

1

BEFORE THE QUARTERLY CONNECT

- ☐ Schedule the meeting ahead of time.
- ☐ Review goals and competencies.
- ☐ Reflect on progress.
- ☐ Gather notes on milestones and accomplishments.
- ☐ Identify obstacles or areas needing support.

2

DURING THE QUARTERLY CONNECT

- ☐ Check in on progress towards goals.
- ☐ Share milestones and key contributions.
- ☐ Gain clarity on priorities and expectations.
- ☐ Identify obstacles and agree on support needed.
- ☐ Explore pathways for development and next steps.

3

AFTER THE QUARTERLY CONNECT

- ☐ Write down key dates, takeaways, and agreements.
- ☐ Record action items and who owns them.
- ☐ Save notes locally for reflection and reference.
- ☐ Follow up on any commitments made.



Learning
Series



Performance
Guide