

CHECK-IN AGENDAS

Monday Check-In

- Plan current week & next week
 - Client work (Timeline doc)
 - Personal Projects (Project Manager doc)
- Time Blocking - guard your personal time

Quarterly Check-In

- Reflect on previous 3 months
- List Quarterly goals for next 3 months
- Estimate expected earning and expenses
- Update your Project Manager and Timeline
- Split your monthly goals into weeks

Yearly Check-In

- Previous Year in-review
- Big Goals for the year
 - Split your goals into quarters
- Estimate expected earning and expenses