**Meeting Preparation**

**Significant Events**

|  |  |
| --- | --- |
| **HIGHLIGHTS**  One or two of the best things that have happened in the last month   1. **…………………** 2. **…………………** | **RED FLAGS**  What are the key issues at hand or what might be developing that might have an impact, what must I watch?   1. **…………………** 2. **…………………** 3. **…………………** |
| **LOW LIGHTS**  One or two things that could have been better this last month   1. **…………………** 2. **…………………** | **ACTIONS**  What are the top three actions I must/will take over the next month?   1. **…………………** 2. **…………………** 3. **…………………** |

**ISSUES/TOPICS CHALLENGES**

One or two things that WOULD BENEFIT FROM DISCUSSION

1. **…………………**
2. **…………………**