

FAST FORWARD SAMPLE PRE-WORK

Fast Forward one year from today: What does extraordinary success look like? Everything should be in past or present tense. You don't need to know HOW to produce the result.

1. What are you known for?

- > I am known as a strong leader and coach who helps people grow.
- > One of my key strengths is developing meaningful relationships with colleagues and clients.
- > I am known for being patient and positive at work and home.

2. What were your business outcomes? Use key metrics so you can track progress.

- > Our team grew revenue by 10% to \$50M.
- > We increased key accounts investing \$2M+ from 5 to 8.
- > We held revenue for Client X, which was notable given industry dynamics.
- > Our client satisfaction score moved up 5 points as we shift all communications to customer focus.
- > We reduced cost of sale by 5% given new org support structure.

3. Describe the culture of your team/company. How do people feel working here? How do people communicate and collaborate?

- > My team feels heard and supported to be successful professionally and personally. People feel safe to debate, give feedback and make mistakes.
- > Our engagement scores increased by 10 points on top 3 metrics that were pain points the last two years.
- > 80% of our new hires in the larger org were people of color. People of color feel they are treated equally and they belong.
- > We eliminated weekend email and people have an opportunity to refuel.

4. What were your career/professional development outcomes?

- > I was proud to get promoted and expand my scope by being key liaison to the product team.
- > I was asked to speak at 2 client/industry functions. I felt uncomfortable and I improved my confidence with large groups.
- > I am mentoring two young people twice a quarter and making a meaningful difference.

5. How did you grow and improve in your role?

- > I improved my coaching by listening and asking questions vs. telling people what to do.
- > I am delegating work that is not a good use of my time.
- > I have cut travel by 30% by planning 4 months in advance and saying no to non-essential trips.

- > I am preparing a minimum of 15 minutes for key internal and external meetings so I feel more confident and organized.

6. What were your personal outcomes? Be vivid and specific. Areas can include: health/well-being, relationships, family, friends, community, recreation, finances, home, etc.

- > My wife and I had a second child, and Caleb has transitioned well to his role as a big brother. The kids keep us laughing and inspire our curiosity.
- > Carly and I have maintained our weekly date night. We are tech-free 5 nights a week so that we stay connected.
- > Carly came back from maternity leave strong and supported, and is lit up to be following her passion.
- > I am sleeping 7 hours a night, eating healthy (no sugar) and working out 3x/week – I feel energized.
- > I organized my finances and feel secure about the next 3 years, paying off debt and saving responsibly.

7. How do you feel about your work and life?

I am proud of the positive changes I made in my life this year – both professionally and personally. I feel optimistic about the future. I am grateful for my family’s health and financial security. I am dealing well with setbacks and sharing optimism at work and at home.

8. Describe the quality of important relationships. Ex: with yourself, your manager, internal & external stakeholders, partner/family, friends.

- > I built a strong relationship with my boss, Ann Marie. I worked with her EA to get on her calendar for weekly 1:1’s and she has a real understanding and appreciation for the value I add to the business. Seeing her more often has made it much easier to get coaching on roadblocks and challenges. We have lunch once a quarter and know each other as human beings.
- > I have a productive working relationship with Tom and our teams are now handling conflict real time vs. escalating to us.
- > I developed and maintained relationships with key growth accounts – Susan at Client X, Ron at Client Y and Tom at Client Z.
- > I am connected with my family. I speak to my parents and siblings weekly – and see them twice a year.
- > I feel close to my brother after being surface-level and distracted for the last two years.
- > I am connected with my 3 close friends from college and childhood and speak to them quarterly.