

# OXYGEN CONSERVATION

## Q1 Review Preparation Guide

*Using this outline is optional – please feel free to prepare in a different way, innovate, create and develop. Please appreciate the better prepared we are the more valuable our time together will be.*

*If you choose to use the below, please delete the explanatory text following headers and replace with your own commentary and content. Also, please share with your line manager at least 72 hours before your meeting.*

### **Self-Reflection: Wellbeing.**

#### **Health & Happiness**

*Are You Healthy And Happy? What Could We Do To Support You Better?*

### **Self-Reflection: Facts. Figures. Objectives.**

#### **Specific Objective Updates**

*Please Provide An Update On The Specific Objectives We've Set And Discussed In The Last Quarter. It Is Recognised The Importance Of Each Will Change And That We Might Agree Some Are No Longer Relevant.*

#### **Key Successes**

*What Are You Proud Of And Why? How Did You Achieve This And How Did It Make You Feel?*

#### **Biggest Challenges**

*What Have Been Your Biggest Challenges? Why Were They So Challenging? What Did You Learn From Them? What Could You Have Done Differently? What Would You Now Coach Someone To Do In That Situation?*

#### **Objectives / Priorities for Next Quarter**

*Work With Your Line Manager To Set Your Objectives For Next Quarter. Please also think about the prioritisation of these objectives.*

### **Self-Reflection: Development.**

#### **Learning & Growth**

*What Have You Learned This Quarter? How Have You Grown As A Person And A Professional?*

#### **Any Learnings That Aren't Fully Embedded**

*Are There Any Lessons That You Feel Need To Be Embedded Further To Develop Muscle / Mind Memory?*

#### **What Marginal Gains Have You Made?**

*How Do We Find That Next: 5% of Performance*

# OXYGEN NSERVATION

**What is your development goal for Q2?**

*What is one thing you will be proud to have learned or improved up in 3 months?*

**How Could You Improve Rest & Recovery**

*Are You Committing To Rest And Recovery? How Do You Feel About Sunday Evenings And Monday Mornings? What Can We Do To Help?*

## Continuous Improvement for OC

**Frustrations (PB&J)**

*What Has Annoyed You Or Frustrated You? Have We Created Any Unnecessary Processes, Bureaucracy Or Jams? Could We Remove Them? What Could We Do To Improve These Situations?*

**Ways Of Working**

*If You Had To Change Anything About Our Way Of Working, What Would You Change Or Consider Doing Differently? What Should We Do More?*

## Projections: Ambitions & Dreams

**Future Ambitions**

How are the performance objectives and strategic goals you set (above) helping you reach your future ambitions? Is there more you want to do to align your current work with a role or life you want in the future?

## Special Topics

*Environment, Impact & Adventure*

*1 – When and how have you felt most connected / engaged with the natural world during this quarter?*

*2 – How could you personally deliver a greater positive impact for people and wildlife?*

*3 – What skill or interest do you have that we're not fully utilising?*

*4 – When did you have your last fun adventure and how can we help you have your next?*

*5 – What could you do to reduce the environmental impact of your work?*

*Thank You For Taking The Time To Prepare For Our Review Meeting – We Will Have A Better Conversation As A Result.*