

OXYGEN CONSERVATION

Q2 Review Preparation Guide

We provide this guide to help you reflect on your last 3 months and prepare for your discussion. Please appreciate that the better prepared we are, the more valuable our time together will be. If this format doesn't suit you, please feel free to be creative and innovative, and prepare in a different way.

If you choose to use the below, please share with your line manager at least 72 hours before your meeting.

Self-Reflection: Wellbeing.

Health & Happiness

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

Self-Reflection: Facts. Figures. Objectives.

Priorities Update

Please Provide An Update On The Specific Priorities We Set And Discussed In The Last Quarter (Find Your Priorities [Here](#)). 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?

What Did You Achieve That Made You Proud, That We Haven't Discussed? And Why?

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?

Priorities for Next Quarter

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

What Can We Do To Support You In Achieving These Priorities?

Self-Reflection: Development.

Learning & Growth

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

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Marginal Gains (Addition by Subtraction)

If You Could Remove One Part Of Your Role That Would Help You Improve, What Would It Be? And Why?

What is your development goal for Q2?

Do You Have The Time And Space To Set A Development Goal? If No, Please Tell Us Why.

If Yes, Set A Goal That Will Help You Learn And Improve Your Performance Over The Next 3 Months. It Ought To Support Your Priorities And/Or Future Ambitions (below). Don't Tell Us What You Think We Want To Hear – Push The Boundaries And Do Something Awesome For You!

How Can 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? Again, Don't Tell Us What You Think We Want To Hear, Be Bold So You Can Have Massive Impact!

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