

OXYGEN CONSERVATION

Q3 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

When were you happiest and healthiest this quarter? Were they at the same time? How can we help you feel this way more often?

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?

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

We want you to think about what is critical to achieve next quarter. Please put your ideas about your priorities below (in order from most to least important). In your Q Review meeting, you will work with your line manager to agree these priorities.

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?

What Opportunity Didn't You Take?

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If you had your time again this quarter, what would you do differently? What idea didn't you share? What mistake did you make? What regret do you have?

Marginal Gains

If you were going to be cheeky, what would you ask for that you're not getting currently?

You're the CEO today. How would you make the company better? What would you change?

Capacity & Challenge

How much capacity do you have to do more? How challenging do you find your work / role?

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

What is your favourite thing about Oxygen Conservation?

Have you got any concerns about anything?

Talent Spotting

Within Oxygen Conservation, who's the person that has impressed you the most?

Who is the one person you know outside of Oxygen Conservation that you would absolutely love to be part of the team and why?

Projections: Ambitions & Dreams

Relationships & Networks

Who are the people within the team that you spend the most time with? What do they teach you?

What new people have you added to your network this quarter that will help you personally and professionally?

Future Ambitions

What are your hopes and dreams personally and professionally for the next year?

How can we help you achieve them?

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