

Quarterly Priorities Manager

EXAMPLE -- See "BUY IT" below

UPDATED 2012

USA Any Corporation

"TOP FIVE PRIORITIES"

Name: _____

Title: _____



Please see instructions by scrolling down a page.

PRIORITY RANK	CURRENT PRIORITY For Quarter Ending 03-31-12	CURRENT STATUS AND RESULTS	NEW PRIORITY For Quarter Ending 06-30-12	ANNUAL GOAL or PRIORITY For Year Ending 12-31-12
1.				
2.				
3.				
4.				
5.				

**BUY
IT!**

To buy this tool in easy to use Excel Format, go to: www.ceotools.com and use Visa or M/C.
Only \$29.95 in ready-to-use Excal format. Emailed immediately to your email address!

HOW TO USE THIS TOOL:

Complete details on the use of the Quarterly Priorities Manager (QPM) are detailed in chapter 3 of the book entitled: "CEO Tools: The Nuts-n-Bolts of Business for Every Manager's Success." This FORM is set up to allow ease-of-use in updating your priorities using the QPM from quarter to quarter **NEW: the annual goal for the current year was added after the book was published.**

Simply type in your five priorities for the coming quarter, one each in the gray area under "Current Priority" and the text will wrap within that gray area. Please do not type outside the gray areas or exceed in length what will fit in length in the space provided in each gray area. You can then use the "edit, clear, contents" to erase that priority later, or you can "copy, paste" it to a lower priority or into a later time period.

If you lose the format of the gray area, you can re-create it using "copy, paste" by first highlighting another gray area that still exists, or you can re-create it by highlighting those four center cells of any box and use "format, cells, alignment, general, top, wrap text, merge cells" to bring back the original format. You may want to add back the color too in the "patterns" drop-down.

To update the FORM into the next quarter once you've filled out all three columns, simply save the completed form, then save it under a new name for the coming quarter. Use "edit, clear, contents" to clear the left and center column gray areas, and then use "copy, paste" to copy the right column over into the left column (Current Priority). Finally "edit, clear, contents" on the right column gray areas and you're ready to print it out and use it to go into the new quarter. See chapter 3 in the book for more details on updating the FORM from quarter to quarter. Note: These instructions will not print unless you select them.



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