

WEEK OF: _____

APPRECIATION & WINS (5 Mins)

- *What's one thing you appreciated this week? What was a personal win?*
 - Person 1: _____
 - Person 2: _____
 - Person 3: _____
 - Person 4: _____
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THE CALENDAR SYNC (10 Mins)

- *Review the upcoming 7 days on the shared calendar.*
 - **Key Appointments & Events:** _____
 - **Busy Days / Potential Conflicts:** _____
 - **Meal Plan Check-in:** _____
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PROBLEM-SOLVING "BIG ROCKS" (5 Mins)

- *What is ONE challenge we can brainstorm a solution for this week?*
 - **Challenge:** _____
 - **Actionable Step:** _____
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Remember the Rules: Keep it Short, No Blame, Everyone has a Voice, Make it a Ritual.