Quarter Kickoff Checklist

Tick each completed task and add your own steps on the spare lines.

Choose

- [ ] Pick two priorities
- [ ] Define a finish point
- [ ] List blockers
- [ ] Set a review date
- [ ] _____
- [ ] _____

Prepare

- [ ] Gather supplies
- [ ] Confirm helpers
- [ ] Clear calendar time
- [ ] Make first appointment
- [ ] _____
- [ ] _____

Start

- [ ] Start first step
- [ ] Record baseline
- [ ] Share plan
- [ ] Set weekly check-in
- [ ] _____
- [ ] _____

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