

SUCCESS PARTNERSHIP FORM

It has been said that pale ink is better than the best memory. That is why a Success Partnership Form (SPF) can help you stay clear on what you said you would do, what you actually did, and what you plan on doing.

Each week, either fax or e-mail an SPF the day before you meet with your Success Partner. Whenever I sit down to fill out this form, it allows me to reflect on how effective I'm being during the week and where I can improve. Clients have told me that preparing an SPF has been one of the best tools for enhancing their effectiveness and performance.

There are different sections to an SPF. The easiest way to use this form is to create a template, make copies of it and fill one in every week. Following is a sample of a Success Partnership Form. Later you can customize the form to meet your needs.

Below is an example of an SPF and below that is a blank SPF that you can edit and use for yourself.

SUCCESS PARTNERSHIP FORM

DATE: SEPTEMBER 5TH

MEETING TIME: 10:00 AM

CHECK IN (HOW WAS THE PAST WEEK)

- Good. On a scale of 1-10 I'm feeling about an 8
- The past week I was fairly focused and on track
- I followed through on most of the agreements I made with myself and moved forward in many areas

I WANT TO USE THIS PARTNERSHIP MEETING TO

- Check in on what I did and what I plan to do
- I also want to look at how I can stay focused on the projects that are most important right now, as opposed to working on the busy tasks that are not my priorities.

RESULTS OF MY GOALS FROM OUR LAST MEETING:

- Finish the report for Mr. Jones [YES]
- Invest at least two hours on the proposal for the Acme Company [YES- THREE HOURS!]
- Go for a 30-minute walk during lunch three times this week [NO-DID IT TWICE]
- Go to the gym two times this week [YES-THREE TIMES!]
- Invest two hours going over family finances with my wife [YES]
- Complete writing out my business goals for next year [NO]

SUCCESSSES AND WINS:

- Wonderful trip to the lake with my family!
- Got the Smith account!

CHALLENGES AND OBSTACLES

- I focused on some busy tasks and did not get to all the main projects I wanted to work on

MAJOR FOCUS AREAS IN MY LIFE THIS MONTH

- Completing the proposal for the Acme Company
- Improving my health and fitness
- Planning Jane's birthday party

MY GOALS FOR THIS WEEK

- Invest at least two hours on the proposal for the Acme Company
- Go for a 30-minute walk during lunch three times
- Go to the gym two times
- Be in bed by 10:30 PM Sunday through Thursday night
- Complete writing out my business goals for next year
- Call three hotels for prices on Jane's birthday party

As you can see, there are results from the past week and goals for the week to come. Preparing for your meetings with a Success Partnership Form can help you see what is working and where you might need to put some extra focus.

SUCCESS PARTNERSHIP FORM

DATE: _____

MEETING TIME: _____

CHECK IN (HOW WAS THE PAST WEEK)

- _____
- _____
- _____

I WANT TO USE THIS PARTNERSHIP MEETING TO

- _____
- _____
- _____

RESULTS OF MY GOALS FROM OUR LAST MEETING:

- _____
- _____
- _____

SUCCESSSES AND WINS:

- _____
- _____
- _____

CHALLENGES AND OBSTACLES:

- _____
- _____
- _____

MAJOR FOCUS AREAS IN MY LIFE THIS MONTH:

- _____
- _____
- _____

MY GOALS FOR THIS WEEK:

- _____
- _____
- _____

From the book EXTREME SUCCESS: The 7-Part Program That Shows You How to Succeed Without Struggle (Simon & Schuster) Copyright 2002 by Rich Feltke

For more information and other tools for your success visit: www.feltke.com