

Getting the Most Out of Your 121

Our 121 time is one of the most important aspects of the Vistage experience. It is my goal to help you make the most of our time together each month. This is YOUR time and should be used to focus on the most important decisions you need to make and the biggest challenges you are facing.

Prepare with resources at www.tomcuthbert.com/121primer

Prior to meeting consider the following:

- What are the biggest decisions you are facing?
- Describe the toughest obstacles in your business and life?
- What are you not spending time on that you should be?
- What are the most important items you must accomplish over the next 90 days?
- Consider the financial/ cultural / operational health of the business.
- Prepare by reviewing commitments from last month's 121 and items you put on your personal action summary

Some optional ways to use our 121 time include:

- Exploring a topic/ issue/ concern – provide background ahead of meeting if possible
- Reflecting back on past hits and misses
- Deep dive in to goal setting and strategic planning
- Financial review – please send reports ahead of 121
- Walk the workplace – wander through your company, looking at things from a different perspective and asking questions
- Competitor visits or marketplace exploration
- Interview candidates or team members relating to a specific topic
- Conduct a 360 - I interview your senior leadership team to provide overview feedback
- Meet with another senior leader on your team

Time and Place Information

- I will always try to be on time
- I set all 121's with a one day in advance email reminder
- I set all 121's as recurring events
- Please accept calendar invites and RSVP
- If you know you are unable to attend please let Savannah know at least 48 hours in advance

Scheduling or Rescheduling 121

- Meeting location is set in advance
 - My office or via Zoom or phone
- Hybrid Option: 1 hour monthly via Zoom plus a scheduled 20 min call
- I am always available for calls as needed. Book time with me at www.tomcuthbert.com/talk
- Please note: We do 321 in March and December via Zoom or at my office. July 321's will be unfacilitated
- If you need to reschedule, visit www.tomcuthbert.com/rescheule or email Savannah at ea@tomcuthbert.com
- We will always try to reschedule your 121

There is no more important meeting than a 121

Resources

- tomcuthbert.com/121
- tomcuthbert.com/fromheretothere

Email us at ea@tomcuthbert.com