



YOUR Q2 CHECKLIST

Everything you need to check off your list now for a prosperous second quarter



PERFORMANCE REVIEW

What Q1 goals did I accomplish?

Where did I fall short in Q1?



PEOPLE OPERATIONS

Review with your team accomplishments and opportunities

Gather feedback to improve for Q2

Review with each team member their personal achievements and career goals

Revisit open positions and create new deadlines to hire, onboard, and train



BUDGET

Reset budget for upcoming quarter

Update missed goals where necessary

Determine strategies to stay on target

Edit strategies behind each goal to reflect new targets where necessary



TECHNOLOGY

Create a list of times in which poor technology resulted in missed opportunities

Develop a SWOT analysis of current software

Determine an action plan for the remainder of the year to improve or switch parts of your tech stack