

Monthly review

Tom Rochette <tom.rochette@coreteks.org>

December 21, 2025 — [77e1b28a](#)

1 Trigger

Every month, either at the beginning or end of the month.

2 Duration

30 minutes.

3 Steps

- Fill out the (internal) employee survey ([Gallup Q12](#)) to assess my engagement at work
- Review what was planned for the month
- Provide feedback related to the plan
- [Review yearly plan and align](#)
- Plan next month