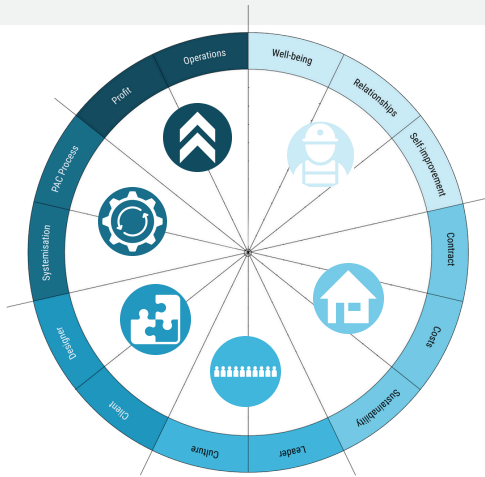


MISSION: COLUMBUS

2025



MEMBER NAME:

TEAM NAME:

A-TEAM TASK:

OTHER TASKS

MISSION TALLY
[COMPLETED
TASKS TOTAL
OUT OF 14]:

| | W1 | W2 | W3 | W4 | |
|------------------|----|----|----|----|--|
| Well-being | | | | | Watch the sunrise 3 X week |
| Relationships | | | | | Schedule time to talk with your partner / friend share what's going on in their life (1 X week) |
| Self-Improvement | | | | | Take yourself on a date (book solo time to do something you've wanted to do) |
| Contract | | | | | Review 'Subcontractor Agreements Training Session' with example documents and establish your own agreement |
| Costs | | | | | Review 'Creating Supplier and Subcontractor Agreements' Training Session. Look at the examples provided and prepare [or review] your own agreement |
| Sustainability | | | | | Create your own thermal performance checklist |
| Leader | | | | | Journal about what you're not taking responsibility for and need to address, and put an action plan in place to resolve |
| Culture | | | | | Check in 1:1 with each of your team members as a 'life catchup' |
| Client | | | | | Review 'Manage client weekly meeting' System, amend / create for your business and create your own client meeting agenda template |
| Designer | | | | | Listen to Undercover Architect Podcast - How to Create Your Design Brief |
| Systemisation | | | | | Review training session on creating scopes of work and action with 2 X subbies who regularly go over |
| PAC Process | | | | | Watch training session on how to schedule. Create a schedule for a past project to create a template |
| Profit | | | | | Review a previous project, adjust overheads and assess how much profit was actually made |
| Operations | | | | | Review 'Respond to an Enquiry', create / amend for your business, create Enquiry questionnaire |

Choose the task you'll commit to completing as your A-Team.
Check off your tasks as you complete them.

If you've previously done or completed any of the tasks that are not a Personal 6P, then you can add them to your Mission Tally and A-Team Score.



MISSION COMPLETE: 21 FEB 2025