

TEC
The Executive Committee

CEO Tools

Dear TEC Member,

Here is a list of questions/topics for you to consider for your Host Presentation. Let's talk during our next 1-1 about the critical areas for you to cover.

1. Updated financials (P&L, Balance Sheet) with an explanation of what numbers you follow and why they are important. Graphs of the last 3 years' trends are important!
2. An organization chart and a brief rundown of your key personnel and your assessment of them (where are the "gamebreaker" positions? Do you have superstars in them?)
3. What will you be focusing on in the next twelve months? What will your strategic emphasis be?
4. Your biggest challenges moving forward and what are your plans to deal with them?
5. What could bring you and your company to your knees? What are you doing to prevent this nightmare?
6. What opportunity is critical to your future success? (What opportunity MUST you grab? How do you plan to grab it?)
7. What are your competitors doing that's working and has you worried?
8. What part of your business are you least comfortable with? Why?
9. If you could change one thing about your company, what would it be? How would you change it? What would the impact be?
10. What do **you** need to do better this year if you and your company are to be successful?
11. What changes are taking place in the industry that have you worried? What changes have you excited?
12. What are your 3-5 year plans, personal and professional?
13. If the group is to be helpful to you, what do they need to know? In other words, what information do most people not know about your business that the group should know?

We can also talk about other ideas to spice up your presentation.

Thanks!!
Phil DeVries