

# PQO Major Finder Toolkit Worksheet

## Unlock Your Most Productive Quarterly Planning Session

Stop spreading yourself thin. True progress comes from focused effort on what matters most. This worksheet helps you identify and commit to your PQO Major – the single most impactful area to focus on during your upcoming Personal Quarterly Offsite (PQO) strategic planning session.

### Part 1: Reflective Questions for Major Selection

Take 10 - 15 minutes of uninterrupted time to thoughtfully answer these questions:

#### Impact & Accomplishment:

- What accomplishment this quarter would make me feel most proud looking back? *Example: "Completing the prototype of my app idea that I've been talking about for years."*
- If I could only achieve one significant thing this quarter, what would create the most positive ripple effect? *Example: "Establishing a consistent exercise routine that improves my energy "*
- What outcome would represent the biggest leap forward toward my longer-term goals? *Example: "Securing three new clients that align with my company's growth strategy."*

#### Gaps & Needs:

- Where is the biggest gap between where I am and where I want to be? *Example: "My current skill set doesn't include the technical knowledge needed for my desired promotion."*
- What challenge, if solved this quarter, would free up significant time, energy, or resources? *Example: "Automating our customer onboarding process that currently takes 5 hours per week."*
- What area of my life or work, if significantly improved, would unlock the next level of performance? *Example: "Improving my public speaking skills to better present my ideas to leadership."*

#### Energy & Opportunity:

- What opportunity currently excites me the most? *Example: "The chance to lead the cross-functional project that aligns with my career goals."*
- Where is there a timely window of opportunity that feels important to seize now? *Example: "The industry conference in August where I could showcase our new product."*
- What have I been postponing that, if addressed now, would remove a significant burden? *Example: "Implementing a new project management system before our busy season starts."*

#### Other Considerations:

- What systems or processes could I optimize that would create lasting improvement? *Example: "Strategic Simplification of our team's workflow to eliminate redundant steps."*

- What research or learning opportunity would significantly expand my capabilities? *Example: "Deep dive into AI integration possibilities for our customer service department."*
- What big project would benefit from dedicated focus rather than fragmented attention? *Example: "Comprehensive rebranding of our core product line."*
- What foundational work would set me up for future success in multiple areas? *Example: "Building a network of industry mentors and collaborators."*

**Synthesize your answers and identify your top 2-3 candidates:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Part 2: Simple Major Selection Matrix

Compare your top candidates using this decision matrix (rate each criterion from 1-5, where 1=Low, 5=High):

Potential Major	Impact	Energy/ Excitement	Timeliness	TOTAL	Notes/Gut Feeling
1. _____					
2. _____					
3. _____					

**Your Chosen PQO Major:** \_\_\_\_\_

## Part 3: "Declare Your Major" Commitment Statement

For my Q\_\_\_\_ 20\_\_\_\_ Personal Quarterly Offsite, I declare my PQO Major to be:

\_\_\_\_\_

This Major will serve as the primary strategic focus of my upcoming PQO, where I will develop specific plans, goals, and action steps to make meaningful progress in this area.

**Congratulations!** Selecting a clear PQO Major is the crucial first step toward a productive and focused Personal Quarterly Offsite. During your PQO, you'll translate this Major into concrete quarterly goals and weekly actions.

Dennis Kennedy