



**Lead, Empower & Thrive  
with Emotional Intelligence**  
G.R.E.A.T. Conversations Worksheet

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<b>R</b> eality	
<b>E</b> valuate Options	
<b>A</b> ction Plan	
<b>T</b> imeline	

# G

## Goal

What do you want to achieve?

What are you working towards?

What would be a good outcome for this meeting?

# R

## Reality

What is the situation now?

What is and isn't working?

What progress have you made so far?

# E

## Evaluate Options

What are your options?

What is the best option?

If anything was possible what would you do?

What's the best way forward?

# A

## Action Plan

How will you make this happen?

What actions are required?

Who's the best person to support you?

What's your deadline?

# T

## Timeline

When will you get started?

What are your milestones?

What's your deadline?





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