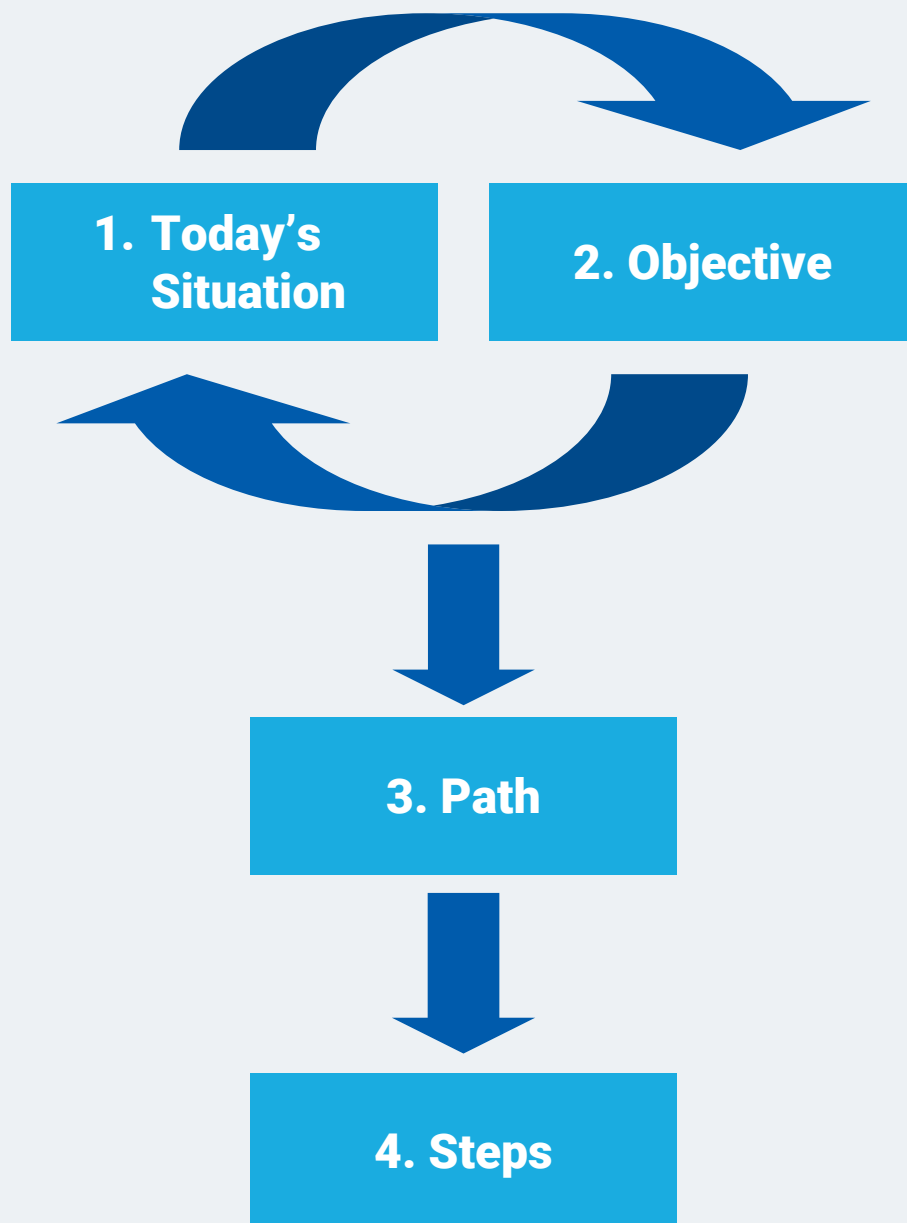


“TOPS” Conversations

four simple steps can help you have
more effective conversations



1ST STEP

Focus on TODAY

What's happening?
Agree on what you see.

2nd STEP

Agree on your OBJECTIVE

Where do you need to go?

3rd STEP

Figure out the PATH

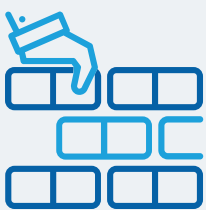
How will you get to your objective?

4th STEP

Agree on your next STEPS

Get ready to take action.

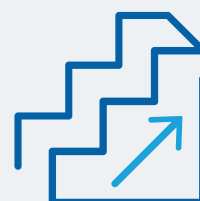
HOW CAN THIS HELP?



Creates a
FOUNDATION



Creates a
DIALOGUE



Confirms
next STEPS



Is easy to
REMEMBER