

# ME360

This template helps you to think about your 360 view. The top half is about and who you serve or what matters to you personally, what you provide or deliver, and how you know you've got everything in hand. The bottom half focuses on what's currently going on; all the different ways you spend your attention.

**Inner circle:** Identify your customers

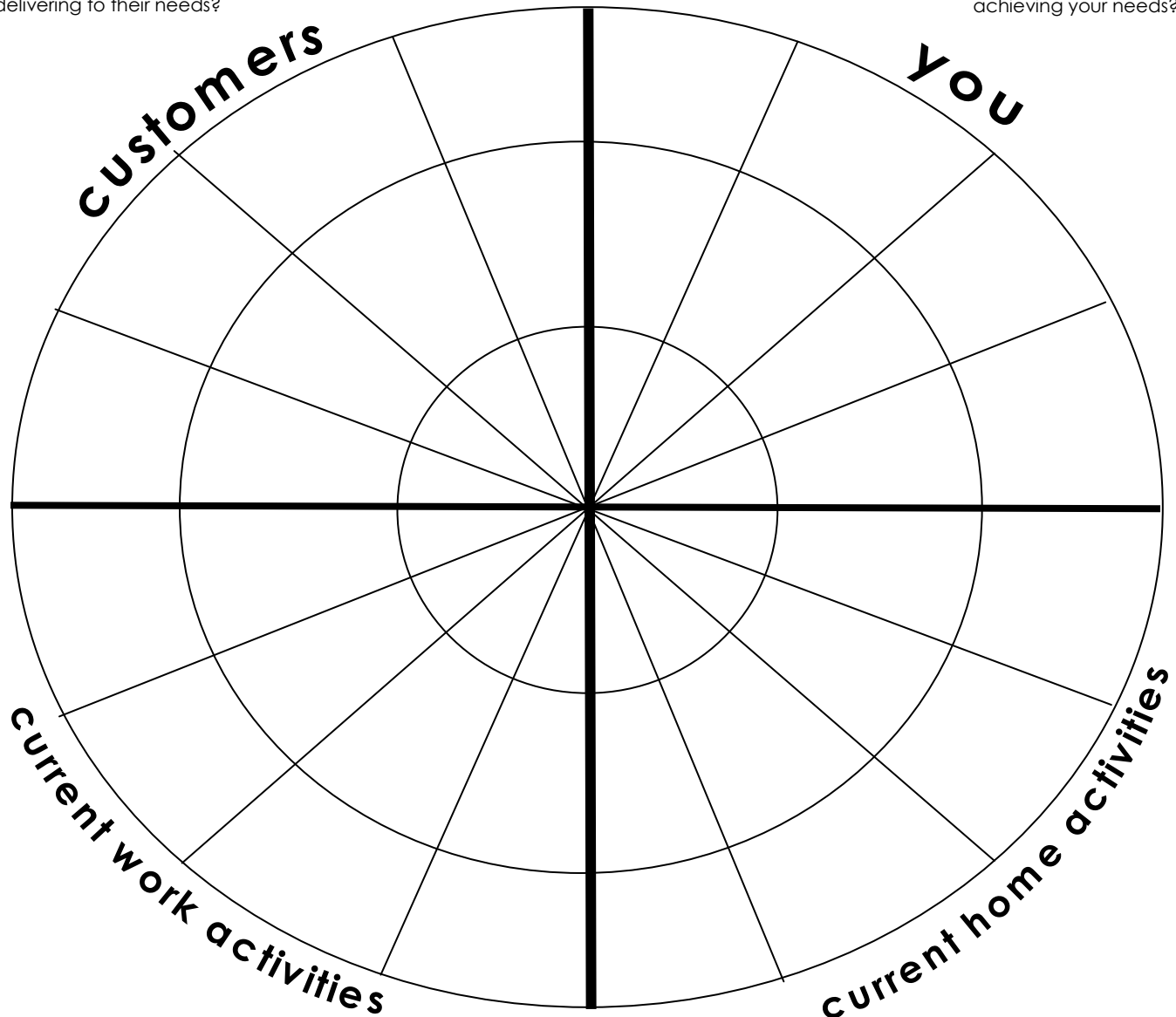
**Middle circle:** What are their needs?

**Outer circle:** How would you demonstrate that you are delivering to their needs?

**Inner circle:** Personal category e.g. House / Family

**Middle circle:** What are your needs?

**Outer circle:** How would you know that you are achieving your needs?



**Inner circle:** Identify the categories of work activities e.g. Admin

**Middle circle:** List the sub-activities within the category

**Outer circle:** Colour code any problem areas

**Inner circle:** Personal category e.g. House / Family

**Middle circle:** What activity do you need to do to clarify what is happening? (Day in the life? Right skills? Decision making?)

**Outer circle:** Colour code any problem areas

**Analyse**

What matters?

**Optimise**

Improve flow,  
Remove waste

**Visualise**

What triggers action?