

Through implementing this systemised approach, we will take the 12-month Strategic Priorities and break them down into Quarterly priorities, Monthly priorities and Weekly priorities/tasks to ensure we achieve everything we set out to do.

This is such an important Fundamental to completely understand and implement into your business and weekly routine. Without an Execution Framework that's consistently followed, you will just have hopes and dreams that never get actioned.

On the other side, if you follow and implement everything you're about to learn, you will see growth and improvement in your team and business far beyond what you could ever imagine possible.

BEFORE WE REALLY GET INTO THE EXECUTION FRAMEWORK, I WANT TO GIVE YOU ADDITIONAL CONTEXT ON HOW EVERYTHING FLOWS FROM YOUR DAY-TO-DAY TASKS ALL THE WAY TO ACHIEVING YOUR 5 TO 10-YEAR GOALS AND ULTIMATELY THE LIFE YOU WANT.



LONG TERM PERSONAL GOALS

5 TO 10-YEAR PROFESSIONAL GOALS



ALIGN WITH ACHIEVING YOUR PERSONAL GOALS



12-MONTH STRATEGIC PRIORITIES



QUARTERLY STRATEGIC PRIORITIES



MONTHLY PRIORITIES



WEEKLY TASKS

EXECUTION FRAMEWORK

SIMPLIFIED OVERVIEW

Now we have our **12-month** Strategic Priorities. Every quarter, we decide on the big important priorities we want to achieve **within that quarter**. But everything can't be done at once.

So, we look at each big Quarterly priority and ask:

- Can we finish this whole thing this month? Usually no.
- What small steps can we take this month to make progress?
- Write down small outcomes we can do this month.

Then each week, we choose even smaller tasks that help us finish those Monthly priorities. It's just breaking the big thing into smaller and smaller pieces.



EXERCISE

STRATEGIC PRIORITIES

LET'S IMPLEMENT THE LEARNINGS AND IMMEDIATELY PUT INTO PRACTICE

By doing so, you'll **embed the learning through action**. The goal of this small exercise is to **demonstrate** that you can **break down** your Yearly Strategic Priorities into **manageable, achievable Weekly Tasks**. This process will not only prove that it can be done but also **build your confidence** and help you see that you have the **ability to make progress** step-by-step towards your larger goals.

Keep everything written **S.M.A.R.T** (*Specific, Measurable, Achievable, Relevant, Time-bound*) as an outcome and as if it's already achieved. It is only at a weekly level these can change and be written as an action or a task.



YEARLY STRATEGIC PRIORITY

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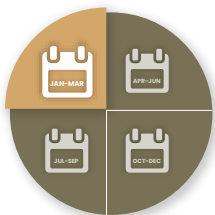
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QUARTER 1 (.....) STRATEGIC PRIORITIES

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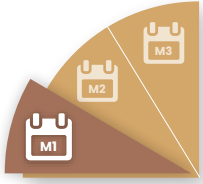
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EXERCISE

STRATEGIC PRIORITIES



MONTH 1 (.....) STRATEGIC PRIORITIES

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WEEK 1 TASKS

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WEEK 2 TASKS

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WEEK 3 TASKS

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WEEK 4 TASKS

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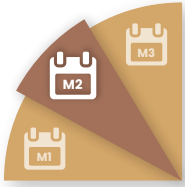
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EXERCISE

STRATEGIC PRIORITIES



MONTH 2 (.....) STRATEGIC PRIORITIES

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WEEK 1 TASKS

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WEEK 3 TASKS

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WEEK 4 TASKS

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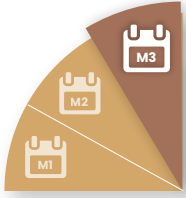
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EXERCISE

STRATEGIC PRIORITIES



MONTH 3 (.....) STRATEGIC PRIORITIES

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WEEK 1 TASKS

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WEEK 2 TASKS

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WEEK 3 TASKS

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WEEK 4 TASKS

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EXERCISE

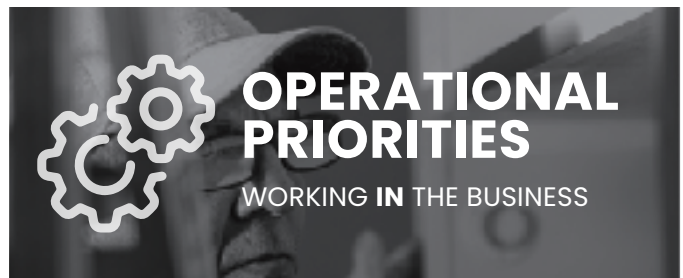
STRATEGIC & OPERATIONAL PRIORITIES

WE ARE NOW CLEAR ON THE PROCESS AND HOW WE IDENTIFY AND EXECUTE QUARTERLY STRATEGIC PRIORITIES, MONTHLY PRIORITIES AND WEEKLY TASKS. WE NOW INTRODUCE OUR OPERATIONAL PRIORITIES THAT COME FROM OUR DAY-TO-DAY ROLES WITHIN THE BUSINESS.

THE NEXT STEP OF UTILISING YOUR DIGITAL CALENDAR TO PRIORITISE TASKS, MANAGE YOUR TIME AND PLAN YOUR WEEK AND MONTH AHEAD. ALSO NOW IS A GOOD TIME TO ENTER YOUR PERSONAL APPOINTMENTS BEFORE BOOKING IN THE WORK PRIORITIES.

Planning your week and managing your time is essential to executing the right priorities in the correct order, consistently at a high level. You must plan ahead at least a week to ensure you protect your time. You cannot think only an hour or even one day ahead as your time is your most valuable asset. Don't waste it.

UTILISE YOUR STRATEGIC AND OPERATIONAL TIME AS EFFICIENTLY AS POSSIBLE



To ensure we are efficient, the first thing we do, is book time in our calendar to execute our Strategic Priorities (*as they are the most important*), then our Operational Priorities, and lastly any smaller, less important tasks or requests of your time. **SOME OF THESE YOU SIMPLY NEED TO SAY NO TO.**

Please be aware that in different types of businesses, certain quarters of the year and roles within the business will have different amounts of availability between Strategic Priorities and Operational Priorities. This may range from certain team members not being able to allocate any time to Strategic Priorities in this period, and others having only 10% of their time available to allocate to Strategic Priorities.

In contrast there will be other months or quarters where you are able to allocate 50% or more of their time to Strategic Priorities. These discussions will be had during the monthly and quarterly planning meetings that we will cover next.

EXERCISE

EXECUTION MEETINGS

All recurring meetings should be already booked in your calendar for the year ahead with clear outcomes for the meeting, a timed agenda and who will do what, by when, after the meeting.



QUARTERLY

- Strategic planning day to plan the quarter ahead.
- Financial review.
- Sales & marketing.
- Team reviews/catch up.



MONTHLY

- Additional time over the weekly meeting to plan the month ahead.
- Financial review.
- Sales & marketing.



WEEKLY

- Weekly meeting to plan the week ahead across strategic and operational tasks.

Ensure that any new meetings that are required or requested by others are booked in at the start of the week. All meetings should have a clear outcome of what will be achieved and a timed agenda. These can be as short as 15 minutes if it is the most efficient way to achieve the outcome, if not a general rule is to have the least amount of meetings as possible.

You now have your week planned out, first with the most important Strategic Priorities (*working on the business*), then Operational Priorities (*day-to-day role*), then any other requests or day-to-day business requirements.

Please remember to **protect your time** and you don't have to say yes to other people's requests, or let their lack of organisation affect you achieving the outcome of your role and moving the business forward by executing the business Strategic Priorities.

It is time to take **extreme ownership** and remove any excuses you may be holding on to, to use if you don't get a task done. Remove any obstacles before starting the week to set yourself up for success. Now do the work, stay consistent, follow your calendar and execute.

FOLLOW THIS EXECUTION FRAMEWORK EVERY WEEK FOR 5 YEARS AND YOU WILL HAVE EVERYTHING YOU HAVE EVER WANTED IN LIFE.

You've built an Execution Framework that breaks your goals into smaller achievable Quarters, Months, and Weeks. You've addressed potential excuses and developed strategies to overcome them. You understand this is the heartbeat of your business - and if it stops, so does the business.

You know the difference and importance between Pperational and Strategic Priorities. You have the structure across recurring meetings, time management, and utilising your digital calendar. Build new routines and take extreme ownership that drives consistent results and long-term success.

When we understand where our strategic and operational priorities come from, and why it is so important to execute these small tasks weekly, we realise that consistent action compounds over time to achieve everything we set out to do each Month, Quarter, and Year.

NOW THAT YOU'RE CLEAR ON THE EXECUTION FRAMEWORK, EXPLORE WHAT PROGRAMS ARC HAS TO OFFER SO YOU CAN CONTINUE TO BUILD AND TAKE YOUR BUSINESS TO THE NEXT LEVEL

[- CLICK HERE FOR MORE INFO -](#)

or

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