

PLANNING: COMPANY PRIORITY WORKSHEET



Working in a team, build a plan for the company priority. The goal is to build the plan, not solve the challenge.

WHAT IS THE COMPANY PRIORITY THAT NEEDS TO BE ACCOMPLISHED THIS PERIOD?

WHO ARE THE TEAM MEMBERS WORKING ON THE COMPANY PRIORITY?

OWNER OF COMPANY PRIORITY:

TEAM MEMBERS:

DURING THE PERIOD, HOW OFTEN AND WHEN WILL THE TEAM MEET TO FOCUS ON THE COMPANY PRIORITY?

- Every week on _____ @ _____ am/pm
- Every other week on _____ @ _____ am/pm
- Monthly on _____ @ _____ am/pm
- Other:

SEND OUT CALENDAR EVENTS TO SCHEDULE THE MEETINGS

BEST: WHAT DOES SUCCESS LOOK LIKE?

WORST: WHAT IF WE DON'T DO THIS?

IDEAL OUTCOME: WHAT DOES THIS COMPLETED PRIORITY LOOK LIKE?



PLANNING: COMPANY PRIORITY WORKSHEET CONT.



TASKS / INDIVIDUAL PRIORITIES	HOURS TO COMPLETE	OWNER'S INITIALS	DUE DATE
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