

WEEKLY IMPLEMENTATION CHECKLIST

From Dreamer to Doer: Your Weekly Success Roadmap

MONDAY: STRATEGIC PLANNING

- ☐ Complete 30-minute business review
 - ☐ Review last week's metrics
 - ☐ Set this week's priorities
 - ☐ Update strategic goals
- ☐ Schedule all power hours for the week
- ☐ Review and update project timelines

TUESDAY: SYSTEMS & PROCESSES

- ☐ Document one business process
- ☐ Review existing systems for optimization
- ☐ Update standard operating procedures
- ☐ Check automation workflows

WEDNESDAY: TEAM & DELEGATION

- ☐ Team alignment meeting
- ☐ Review delegation outcomes
- ☐ Address bottlenecks
- ☐ Update responsibility matrix
- ☐ Provide necessary training/resources

THURSDAY: GROWTH & DEVELOPMENT

- ☐ Business development activities
- ☐ Review marketing metrics
- ☐ Update customer feedback log
- ☐ Analyze competition
- ☐ Identify improvement opportunities

FRIDAY: REVIEW & ADJUST

- ☐ Weekly metrics review
 - Revenue tracking
 - Project milestones
 - Team performance
 - System efficiency
- ☐ Plan next week's priorities
- ☐ Update action plan

WEEKLY METRICS TRACKER

Revenue Goal: \$_____ Actual: \$_____

New Systems Documented: _____

Hours Worked IN Business: _____

Hours Worked ON Business: _____

Team Efficiency Score: _____

WEEKLY REFLECTION

What worked well?

1. _____
2. _____
3. _____

What needs improvement?

1. _____
2. _____
3. _____

Next Week's Focus:

RESOURCE CHECK

- ☐ Digital tools functioning
- ☐ Team has necessary resources
- ☐ Systems are up to date
- ☐ Documentation is current

NOTES & OBSERVATIONS

Week Of:

Completed By: