



## 2-Day Strategy Sprint: DATE

**Instructions to use this template:** Go to File → Make a Copy to save a version of this template for yourself

### Desired outcomes:

*Fill in your own: these are our examples*

- Quickly and significantly revamp revenue-generating opportunities
- Clarify/simplify offerings and path
- Serve/Give/Share in meaningful, transformational, transparent ways — with joy!
- Smooth, streamline systems, workflow and owners
- Can run sprints for: company vision-setting, decision-making, content creation, launch planning

### Reference Docs:

- Strategy Sprint Drive Folder ([Consider creating a Drive folder to capture related docs; link to yours here, and key items below](#))
- [Financial Modeling Template](#)
- Jenny's Pivot Podcast Episode: [2-Day Strategy Sprint](#)

### To Do:

- Set-up 1 or 2 alignment meetings to determine what you want to accomplish in the two days, and map out the agenda (p3-4)
- Send the prep email to your team (template below on page 6)
- Print the agenda, and a copy of the last page for each person (to capture action items throughout the sprint)

## Highest Priority Projects

- Fill in Priority 1 (or can all roll-up to one project — i.e. an upcoming launch — and have three sub-goals)
- Fill in Priority 2
- Fill in Priority 3
- Metrics: how will we know if we're successful? Where improvements need to be made?

Project / Business Category 1	Project / Business Category 2	Project / Business Category 3
•	•	•
•	•	•
•	•	•
•	•	•

## Day 1

Location:

Agenda	NAME (Team Member 1)	NAME (Team Member 2)	NAME (Team Member 3)
<b>9:30am - 10:30am</b> Breakfast and Vision (re)Setting			
<b>10:30 - 11:00am</b> — Confirm game-plan, deliverables, Q&A			
<b>11:00am - 1:00pm</b> Sprint 1			
<b>1 - 2 — LUNCH</b>			
<b>2:30 - 4</b> Sprint 2			
<b>4:00 - 4:20 — Coffee Break</b>			
<b>4:30 - 5:00</b> Sprint 3 (Small)			
<b>5:00 - 5:30 — Wrap-up</b> and identify action items			
<i>Action Items for Day 2</i> <i>(track during sprints)</i>			
<i>Action Items for Later</i>			

## Day 2

Location:

Agenda	NAME (Team Member 1)	NAME (Team Member 2)	NAME (Team Member 3)
<b>9:00am - 10:00am</b> Breakfast and Vision (re)Setting			
<b>10:00 - 10:30am</b> Confirm game-plan, deliverables, Q&A			
<b>10:30am - 1:00pm</b> Sprint 1			
<b>1 - 2</b> <b>LUNCH</b>			
<b>2:30 - 3:30</b> Sprint 2			
<b>3:30 - 4:30</b> Debrief and Wrap-up			
<b>Action Items</b> Post-Sprint			
<b>4:30 - 5:30</b> <b>Surprise!</b>			

## Later (Post-Sprint)

Project / Business Category 1	Project / Business Category 2	Project / Business Category 3	Other / Admin
•	•	•	•
•	•	•	•
•	•	•	•
•	•	•	•

## Sample Email to Prep / Confirm:

Hi [NAME!](#)

I've printed two copies of the Strategy Sprint Doc ([insert your link](#)) - if you make any big changes between now and tomorrow, let me know and I'll reprint.

We'll meet at [LOCATION](#) at [TIME](#) ([plus any further instructions on how to find the location](#)).

I'm sure this goes without saying, but some handy things to bring:

- Laptop and charger
- Favorite notebook and pen :)

Wear whatever you feel most comfortable in—I'll be dressing for an all-day workathon (ie nothing special, aiming mostly for comfort).

You might also want to put up an autoresponder for these two days, if it helps you work more freely and easily!

Breakfast, lunch and coffee are on me—then we'll close out before dinner (in case you want to make dinner plans in the area).

Text or call if you have any questions en route: (650) 906-5185

Can't wait!

—[YOUR NAME](#)

# PIVOT

## Strategy Sprint: Follow-up Action Items

NAME 1	NAME 2	NAME 3	NAME 4