



An Executive's Checklist

Setting and Achieving Critical Goals

My Most Critical Goals: Focus + Execution = Results

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Note: Below, prioritize the 5 most critical goals from the above list, starting with No.1 as most important. In terms of priority, the 5 goals below should be so important to the success of your company that if you accomplish them, the company will have achieved the majority of its goals.

My 5 Most Critical Goals:

1. _____
2. _____
3. _____
4. _____
5. _____

Note: You have now determined where your time should be focused. Become tenacious as a bulldog in accomplishing the above goals.

An Effective Vision

- Imaginable- Convey a Picture
- Desirable – Appealing to Constituency
- Feasible – Realistic
- Focused – Clear
- Communicable – Explain in 5 Minutes

Build a Coalition

- Find the Right People
- Create Trust
- Develop a Common Goal

Leadership

- Establish Direction
- Aligning People
- Motivating and Inspiring