

Summer / *Results Checklist*

Reflect on your goals

Review your goals set at the beginning of the year.

Identify any gaps between your current progress and desired outcomes.

Consider what adjustments need to be made to stay on track.

Transform "Shoulds" into "Musts"

Review your goals set at the beginning of the year.

Identify any gaps between your current progress and desired outcomes.

Consider what adjustments need to be made to stay on track.

Create *Positive Habits*

Identify Key Focus Areas: Identify one specific habit that will have a significant impact on your progress, such as customer service, employee engagement, or innovation.

Start small and commit to practicing this habit daily. Use habit-tracking apps or a habit journal to monitor your progress.

Cascade the Habits: Clearly communicate the selected habits to relevant teams and departments, ensuring everyone understands the purpose and expected outcomes.

Provide Resources and Support: Equip employees with the necessary tools, training, and resources to adopt and sustain the identified habits effectively.

Develop *a concrete action plan*

Break down your goals into actionable steps with specific deadlines.

Assign responsibilities to team members and communicate expectations.

Utilize project management tools to track progress and make adjustments.

Optimize *time management*

Assess your daily tasks and commitments.

Prioritize tasks that directly contribute to your goals.

Delegate non-essential activities or automate where possible.

Monitor, *Progress and Adjust*

Regularly track and review your progress towards your goals.

Establish key performance indicators (KPIs) and metrics to track the impact of the habits over time.

Celebrate milestones and acknowledge achievements along the way.

Stay flexible and make adjustments to your action plan as needed.

| Stay *accountable*

Share your goals and progress with an accountability partner or mentor.

Schedule regular check-ins to discuss your progress and challenges.

Seek feedback and support to stay motivated and focused.