PRIVATE · FOR YOU ALONE

Cycle 1 Application Guide

Self-Assessment · From Doing to Building

From The Operator's Field Notes · Page 1 of 2

PAT ALACQUA
BUSINESS GROWTH STRATEGIST

This pulls your four weeks into decisions. The guide has one job. Find the gap between where your time goes and where the business needs it, and hand off one piece of it. Rate honestly. The score matters less than the gap.

Download this page first. Then type in it and save it like any other file. Or print it and write on it. Keep it where you'll find it next month, one folder for The Operator's Field Notes.

1. THE SEVEN KEY RESULT AREAS

Rate them fresh, without looking back at Week 2. Rate the thinking and decisions, not the glances. Rate 1, almost none, to 5, a great deal. The gap is the need number minus the time number. The biggest gap is your priority for this cycle.

RESULT AREA	MY TIME (1–5)	BUSINESS NEED (1–5)	GAP need − time
Customer Satisfaction			
Innovation			
Internal Productivity			
Financial Performance			
Employee Attitude & Performance			
Management Development			
Social Responsibility			

THE BIGGEST GAP	

2. CONVERT YOUR ROLE

Turn two activities you own into the outcome they're meant to produce. Then do the same for each direct report. One activity from their role, and the outcome it's meant to produce.

You did five of these in Week 3. Two fresh ones here, then one for each person who reports to you. Those are the new part.

ACTIVITY	→	OUTCOME
	→	
	→	

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2. CONVERT YOUR ROLE, CONTINUED

More than six direct reports? Use a second copy of this page.

DIRECT REPORT	ONE ACTIVITY THEY DO	→	THE OUTCOME IT'S MEANT TO PRODUCE
		→	
		→	
		→	
		→	
		→	
		→	

3. YOUR ONE DELEGATION

Skipped Week 4? Pick one outcome from section 2, hand it off this week, and fill this in after the conversation.

The outcome from your Week 4 companion, The Delegation Protocol.

You said all of this to them. Write what the two of you actually agreed, not what you had written down going in. Where those differ is the useful part.

THE OUTCOME TO OWN

WHO OWNS IT

WHAT DONE LOOKS LIKE

DECISIONS THEY CAN MAKE ALONE

CHECK-IN RHYTHM

4. THE 30-DAY TRACK

Four weeks, one line each. Whether the check-in happened, whether the outcome is on track, and anything you caught yourself taking back.

WEEK	CHECK-IN HAPPENED (Y/N)	OUTCOME ON TRACK (Y/N)	WHAT I CAUGHT MYSELF TAKING BACK
WEEK OF	☐ Y ☐ N	☐ Y ☐ N	
WEEK OF	☐ Y ☐ N	☐ Y ☐ N	
WEEK OF	☐ Y ☐ N	☐ Y ☐ N	
WEEK OF	☐ Y ☐ N	☐ Y ☐ N	

YOUR PRIORITY THIS CYCLE

Your widest gap on page 1 is where your attention goes first. Keep the handoff above on track for four weeks. When you pick your next one, take it from that gap. That's the shift from doing to building.