

BARBARASHANNON

My CEO ONEPAGER

Name:

Clear Form

Week:

My Needle Movers

| Project 1: | Project 2: | Project 3: |
|------------|------------|------------|
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Must Complete Today - Tomorrow - Next Week

| Today | Tomorrow | Next Week |
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Connections and Key People

| People I Must Reach Out To | People I'm Waiting To Hear From |
|----------------------------|---------------------------------|
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Block Calendar Time

| Item | Day/Time | Item | Day/time |
|------|----------|------|----------|
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Get it done!

The CEO ONEPAGER Simple-Guide

Needle Mover Initiatives

Answer the questions, "What's next for your business?" What are the 3 most important initiatives that will move your business forward? These are your **Vital Few Needle Mover Initiatives**. Why three? Because you get better results when you narrow your focus. [The Power of Three](#)

Name your Needle Mover Initiatives and list the key milestones or steps required to complete each one

| My Needle Mover Initiatives | | |
|---|-------------------------------------|---------------------------------------|
| Project 1: Build Sales Capability | Project 2: Product/Service Launch | Project 3: Processes and Systems |
| Review sales targets and key skill gaps | Review market needs | Hire process consultant |
| Assess options for train/build/buy | Scope design/development process | Define project goals |
| Settle on approach | Assign team | Assign project team |
| Define plan and key milestones | Develop launch timeline and process | Finalize scope |
| Assess results | Launch! | Define and monitor project milestones |

Write down the actions you must take today, tomorrow and next week to advance your Needle Mover targets

| Must Complete Today - Tomorrow - Next Week | | |
|--|----------|-----------|
| Today | Tomorrow | Next Week |
| | | |
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Write the names of people to reach out to today.

Write the names of people you are waiting to hear from.

| Connections and key people | |
|----------------------------|---------------------------------|
| People I Must Reach Out To | People I'm Waiting To Hear From |
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Calendar

What's on the Calendar is what gets done! Block time for things that take longer than 5 minutes. Turn off email. Close the door. Get it done!

Action: Dedicate time blocks of 20, 30, or 60 minutes to accomplish key Needle Mover activities.

| Block Calendar Time | | | |
|---------------------|----------|------|----------|
| Item | Day/Time | Item | Day/time |
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