



TOOL

WEEKLY
COMPASS
PLAN

Weekly Compass Plan

This is a really simple tool to help you plan and execute on your highest priorities each week.

Why to use weekly compass planning:

- A week is long enough to focus on your highest priorities and short enough to manage effectively

Why is it called a 'weekly compass plan'?

- It's weekly
- The process is aimed at keeping you on course for your success (compass)
- And then planning key actions into your week (plan)

How to use it:

- Plan at the beginning of the week
 - For you personally
 - For and with your team (if appropriate)
- Plan holistically: in work and outside work: they are all important
- Review before planning again next week

When to do it: any of:

- At the end of the week (Friday early evening after work)
- Sunday afternoon or evening
- Early Monday morning (before you turn any communication on)

Where to do it:

- Some place quiet and undisturbed

How long to allow for it

- 15 minutes maximum (including the review of last week's compass plan)



The process as an Individual:

1. Review your key roles in and out of work
2. Choose 5 or 6 roles to 'Go the extra inch' on this week
 - a. 1st role should always be 'myself': this is split into
 - i. Physical health: what am I going to do to keep myself healthy by the inch?
 - ii. Mental learning: what am I going to do to keep learning by the inch?
 - iii. Emotional wellbeing: what am I going to do to keep happy by the inch?
 - iv. Spiritual meaning/purpose: how am I going to keep on track with what matters to me?
 - b. Other roles can change every week depending on what role you want to work on
3. Use the form below to write it out
 - a. For each role, choose one or two 'inches' to work on
 - b. Remember: these are 'inches' not 'huge leaps forward': the key to this is the weekly repetition and continual forward movement ... over the rest of your life...
4. Then plan in each inch into your schedule
 - a. See every schedule as a key appointment that should not be broken/changed/cancelled unless absolutely necessary. This is vital: what could be more important than your key 'extra inches' in your key roles?
5. Execute as you would an appointment you've agreed to with someone else
6. Review when you re-plan next week.

It's simple to do, simple to understand, but only YOU can actually DO it!

See the sheet below for guidance on a form to write it down.

If you'd like direct training on weekly planning, and daily routines to get more done in less time for less stress, please contact us at support@slow-selling.org and we'll help point you in the right direction.

Role	Inch aimed for	Action planned
Self	Physical health	
	Mental learning	
	Emotional wellbeing	
	Spiritual meaning / purpose	
Notes:		

The process with your team:

1. Review your key goals as a team
2. Choose 2 or 3 goals to 'Go the extra inch' on this week
3. Use the form below to write it out
 - a. For each role, choose one or two 'inches' to work on.
 - b. Make sure the inch to be achieved is simple, clear and measurable: not vague!
 - i. Eg: 'To move X from A to B by date'
 - c. Ensure everyone's bought in to the goal (first: using the win/win planner), and the extra inch this week (second): explain about your lead measure on % execution (see below) to monitor team effectiveness.
 - d. The key benefit of using this simple process is to ensure that everyone has FOCUS on key goals (and inches to move them forward) each week
 - e. Remember: these are 'inches' not 'huge leaps forward': the key to this is the weekly repetition and continual forward movement ...
4. Then plan in each inch into your schedule as a team
 - a. See every schedule as a key appointment that should not be broken/changed/cancelled unless absolutely necessary. This is vital: what could be more important than your key 'extra inches' in your key goals?
 - b. Ask the team to commit to the execution and agree the accountability between them.
5. Execute as you would a key appointment
6. Review as a team when you re plan next week.
 - a. Run a simple 'lead measure' on % execution of planned weekly inches
 - b. If you have certain individuals who are failing to execute on a regular basis, deal with this on a win/win 1:1 basis with them ... not in the team session.

See the sheet below for guidance on a form to write it down.

If you'd like direct training on weekly planning and team execution of key goals, please contact us at support@slow-selling.org and we'll help point you in the right direction.

Goal	Inch planned	Team members involved

Notes: