

With all of the tasks laid out in a checklist, it's time to prioritize based on what your business needs in the coming year. Use a priority matrix to help you decide which checklist items are the most important and which items can wait.

Urgent

Not Urgent

Important

DO

DECIDE

Not Important

DELEGATE

DELETE

With your tasks prioritized, now it is time to plan out how and when they will get done. You can use the work plan template to map out your activities with your team.

	Phase 1	Phase 2	Phase 3	Phase 4
	Phase Title	Phase Title	Phase Title	Phase Title
Activities List your activities for each phase				
	Outcome Title	Outcome Title	Outcome Title	Outcome Title
Outcome List your outcomes for each phase				