GUIDE / STRATEGY

Strategy in Action

Turn a few strategic priorities into manageable work and regular review.

When capacity is limited, a plan needs to fit the work people can actually do. Start with a few priorities, make responsibility clear, and review what you learn.

1. **Prioritize a few goals**
   Choose the one or two goals that matter most now, considering impact and time sensitivity.

2. **Break down the work**
   Turn each goal into realistic tasks with clear owners and time in the normal workflow.

3. **Use simple tracking**
   Use a shared checklist, spreadsheet, or To Do / Doing / Done board that people can update easily.

4. **Recognize progress**
   Acknowledge completed work and useful learning.

5. **Reflect and adjust**
   Review bottlenecks, changing priorities, and work to simplify every few weeks.

Keep the tracking useful

Choose a shared checklist, spreadsheet, or To do / Doing / Done board that is easy to maintain. Track decisions and learning as well as completed tasks.

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Turn a priority into the next piece of work

1 One or two priorities for now

Why do these matter most now? Consider impact and time sensitivity.

2 Tasks and realistic timing

What needs to happen, and what fits the current workload?

3 Owners and support

Who owns each task? What help or decision do they need?

4 Tracking and review

Where will we track progress, and when will we review bottlenecks or changes?

5 Progress and learning

What will we recognize? What might we simplify, stop, or adjust?

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