The 5-Step Execution Check

Vision becomes growth only when it becomes weekly action.

Use this check for each important team commitment. Before leaving the meeting, fill in all five answers: outcome, next step, owner, deadline and review.

01

GOAL

What exactly will be achieved?

WRITE: Improve demo-to-admission conversion this month.

Not: 'We need more admissions'.

02

NEXT ACTION

What is the next practical action?

WRITE: Call 20 pending counselling leads by Friday.

Not: 'Improve follow-up'.

03

OWNER

Who is personally responsible?

WRITE: Priya - admissions counsellor.

Not: 'Team karegi'.

04

DEADLINE

What day and time is the action due?

WRITE: Friday, 5 PM.

Not: 'This week' or 'soon'.

05

REVIEW

When will results and blockers be checked?

WRITE: Monday, 10 AM - review calls, outcomes and delays.

Not: 'We will check later'.

Weekly execution worksheet

Print it. Fill it. Review it at the same time each week.

1 / THIS WEEK'S EXECUTION SHEET

GOAL / PROBLEM	NEXT ACTION	OWNER	DEADLINE	REVIEW

2 / WEEKLY REVIEW RHYTHM

- [ ] Reviewed last week's completed actions
- [ ] Listed pending tasks and the reasons they slipped
- [ ] Discussed the biggest blocker with the right owner
- [ ] Agreed the top 3 priorities for this week
- [ ] Assigned one owner, deadline and review date to each priority

YOUR NEXT STEP

Coaching Growth Score: shikhasolutions.com/coaching-growth-score

All business owners: shikhasolutions.com/business-health.html