Canvas to Build Your StrategySprint™
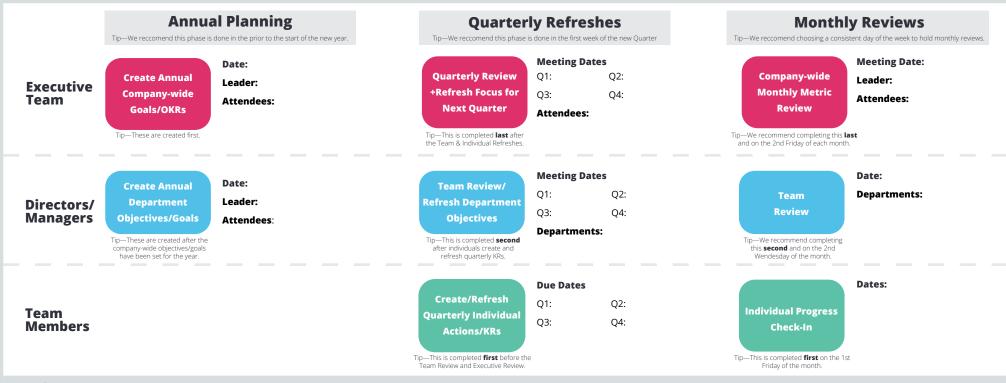
1 Set Your Strategic Performance Cycle: Complete the Fields to Populate the Timeline Below

Annual Planning
Tip—We reccomend this phase is done in the prior to the start of the new year.

Quarterly Refreshes
Tip—We reccomend this phase is done in the first week of the new Quarter

Monthly Reviews
Tip—We reccomend choosing a consistent day of the week to hold monthly reviews.

Executive Team

Create Annual Company-wide Goals/OKRs
Tip—These are created first.

Date:
Leader:
Attendees:

Quarterly Review +Refresh Focus for Next Quarter
Tip—This is completed **last** after the Team & Individual Refreshes.

Meeting Dates
Q1:   Q2:
Q3:   Q4:
Attendees:

Company-wide Monthly Metric Review
Tip—We recommend completing this **last** and on the 2nd Friday of each month.

Meeting Date:
Leader:
Attendees:

Directors/ Managers

Create Annual Department Objectives/Goals
Tip—These are created after the company-wide objectives/goals have been set for the year.

Date:
Leader:
Attendees:

Team Review/ Refresh Department Objectives
Tip—This is completed **second** after individuals create and refresh quarterly KRs.

Meeting Dates
Q1:   Q2:
Q3:   Q4:
Departments:

Team Review
Tip—We recommend completing this **second** and on the 2nd Wendesday of the month.

Date:
Departments:

Team Members

Create/Refresh Quarterly Individual Actions/KRs
Tip—This is completed **first** before the Team Review and Executive Review.

Due Dates
Q1:   Q2:
Q3:   Q4:

Individual Progress Check-In
Tip—This is completed **first** on the 1st Friday of the month.

Dates:

2 Use Your StrategySprint™ Timeline

Create Company OKRs + Q1 Focus

Create Department Os

Create Q1 Individual KRs

Individual Progress Check-In

Team Reiview

Monthly Metric Review

Report Q1 Results & Create Q2 OKRs

Team Review

Quarterly Review & Refresh + Q2 Focus

● **Executive Team**
● **Directors/Managers**
● **Individual Team Members**

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