

# Leadership Checklist: First 100 Days

## Vision & Strategy

- Set a clear, laser-focused mission that aligns with organizational vision
- Define and communicate financial goals and strategic focus
- Complete the four-step program
  - a. Set a **Goal**
  - b. Form a **Strategy**
  - c. Build the **Structure** that will support that strategy
  - d. Launch an appropriate action **Plan**

## Communication

- Schedule regular town hall meetings (virtual and in-person)
- Clearly communicate:
  - a. Where we are now,
  - b. Where we're going,
  - c. How we'll get there
- Share honest assessment of current situation (good, bad, and ugly)

## Execution Framework

- Implement "Be on pace" commandment - track progress regularly
- Establish a "Produce no surprises" communication protocol
- Set up data-driven decision-making processes
- Institute "Results matter" accountability measures

## Decision Making

- Create an Eisenhower Matrix for prioritizing decisions
  - a. Identify the 20% of efforts that drive 80% of results
- Set up a review process for quick decision modifications
  - a. Identify Urgent & Important: Handle crises and deadline-driven projects immediately
  - b. Focus on Not Urgent but Important: Dedicate time to impactful, non-deadline tasks
  - c. Minimize Urgent but Not Important: Avoid responding to non-consequential,

time-sensitive requests

- d. Eliminate Not Important & Not Urgent: Remove busy work and trivial tasks

## **Performance Management**

- Define clear performance metrics for all key roles
- Establish a coaching and training framework
- Create a timeline for performance improvements