
CEO TRANSFORMATION TECHNOLOGIES LLC

CEO WEEKLY PLANNING SHEET™

Focus the week on revenue, clients and execution.

FREE CEO RESOURCE

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CEO Resource Center™

RUN THE WEEK LIKE A CEO.

A weekly plan should not be a prettier to-do list. I want the week tied to the business: revenue, clients, operations, money and the decisions only the owner can make. If everything is a priority, nothing is.

START WITH ONE REAL PRIORITY

Pick the outcome that would make the week meaningfully better. Then make sure the calendar actually contains time for it. A priority that never gets scheduled is usually just a wish.

Week of:

My #1 CEO priority:

Revenue goal:

Primary offer I am promoting:

TOP 3 MONEY-MAKING ACTIVITIES

1.
2.
3.

WEEKLY PRIORITIES

AREA	TOP PRIORITY	DUE	DONE
Sales			☐
Clients			☐
Marketing			☐
Finance			☐
Operations			☐
Technology			☐
Compliance			☐

CEO TIME AUDIT

What should I automate this week?

What should I delegate?

What must I personally complete?

What should I stop doing?

END-OF-WEEK CHECK-IN

What moved the business forward?

What created revenue?

What wasted time?

What needs to change next week?

Biggest win:

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