



Use this template to create a focused 30-day plan for stabilising your business and regaining control.

1. Situation Summary

- What are your 2–3 biggest risks right now?
- What needs to be protected or prioritised above all else?
- Who or what are your most urgent stakeholders (staff, suppliers, creditors, customers)?

2. Immediate Actions (Next 7 Days)

List 3–5 immediate actions that must be taken this week:

1. _____
2. _____
3. _____
4. _____
5. _____

3. Weekly Priorities (Next 30 Days)

- Week 1 Focus: _____
- Week 2 Focus: _____
- Week 3 Focus: _____
- Week 4 Focus: _____

4. Resource and Cash Planning

- Current cash on hand: £ _____
- Estimated weekly spend: £ _____
- Known income or receipts this month: £ _____
- Gaps or shortfalls to address: _____

5. Communication Plan

- Who do you need to speak to this week?
(e.g. staff, suppliers, landlord, HMRC, customers)
- What's the key message to communicate?
- How will you keep people updated?

6. Review & Reset

- Set a weekly check-in: What will you review, and when?
- What signs of progress will you track?
- What happens if things improve? What if they don't?
- What support or advice will you seek in the next 30 days?