



A focused 12-week planning template to help business owners stabilise operations, improve cashflow, and rebuild confidence step by step.

1. Goals & Focus Areas

- What does a 'successful recovery' look like in 12 weeks?
- What are your 3 top focus areas for this period?

1. _____
2. _____
3. _____

2. Metrics to Track

Choose 3–5 key indicators to track progress (e.g. cash in bank, aged debtors, weekly sales):

- _____
- _____
- _____

3. Weekly Plan Grid

Use this table to set 3–5 weekly actions and check off progress.

Week 1 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 2 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 3 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 4 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 5 Goals:

1. _____

2. _____

3. _____

Progress Review: _____

Week 6 Goals:

1. _____

2. _____

3. _____

Progress Review: _____

Week 7 Goals:

1. _____

2. _____

3. _____

Progress Review: _____

Week 8 Goals:

1. _____

2. _____

3. _____

Progress Review: _____

Week 9 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 10 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 11 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

Week 12 Goals:

1. _____
2. _____
3. _____

Progress Review: _____

4. Reflection & Adjustments

- What's working well so far?
- What's not working — and why?
- What needs to shift or be let go?
- What new support or ideas could help?