



Checklist for strategy, tactics & operations

No checklist is better than the way you use it. Promise yourself never to be lazy. Discipline = success

Goals and actions for

Objectives/goals:

☐ Minimum goal/objective

☐ Maximum goal/objective

☐ Check objective/goals set.

Actions in order of priority:

Action #1:

Action #2:

Action #3:

Action #4:

Action #5:

☐ Actions described and **prioritised** (strategy).

Execution of actions:

How action #1 is performed:



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How action #2 is performed:

How action #3 is performed:

How action #4 is performed:

How action #5 is performed:

☐ **Description of how the actions are performed (tactics) done.**



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Impact evaluation and accountable persons

Action #1 is scheduled for evaluation on:	Responsible:
Action #2 is scheduled for evaluation on:	Responsible:
Action #3 is scheduled for evaluation on:	Responsible:
Action #4 is scheduled for evaluation on:	Responsible:
Action #5 is scheduled for evaluation on:	Responsible:

☐ Has **described** when the **impact** of each action should be **evaluated**, and by **whom** (tactics).

The actions are completed:

Action #1 ends date:

Action #2 ends date:

Action #3 ends date:

Action #4 ends date:

Action #5 ends date:

☐ Has defined **when** each **action** will be **completed** (operations).



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Evaluation of results and designated evaluation owners

Action #1 evaluated date: Responsible:

Action #2 evaluated date: Responsible:

Action #3 evaluated date: Responsible:

Action #4 evaluated date: Responsible:

Action #5 evaluated date: Responsible:

☐ Has **defined when** the **impact** of each **action** should be **evaluated** and by **whom** (tactics).

What went wrong, and why?

What went well, and why?



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What should be done **differently** next time?

- ☐ Has **ensured** that the **evaluation** was carried out **thoroughly** and with **reflection**.

What **learnings** should be **shared** across the **organisation**, and with **whom**?

- ☐ Has **ensured** that the **learnings** are shared **across** the **organisation**.