

PLAN MEETINGS
WITH SUPPLIERS
ON YOUR SCHEDULE

CHECK YOUR LEGAL
COMPLIANCE AND
LICENSING, INSURANCES,
STAFF VISAS ETC

SET GOALS AND TARGETS
FOR THE QUARTER

IDENTIFY PROBLEMS
IDENTIFY SOLUTIONS

RESEARCH

ANALYTICS &
INSIGHTS

SWOT
ANALYSIS

MARKETING
STRATEGY

COMPETITOR
ANALYSIS

WHAT ARE YOU
NOT HAPPY
ABOUT?

STUDY YOUR
PROFIT AND LOSS

SALES FORECASTING FOR
THE QUARTER &
RECRUITMENT PLANNING

QUARTERLY BUSINESS
PLANNING
(Monthly review)

**NO
INTERRUPTIONS**

WEEKLY REVIEW AND
REPRIORITISE
(Every Monday)

**NO
INTERRUPTIONS**

COMMUNICATE THE
PLAN WITH TEAM
(Weekly / daily)

**YOU WILL FOLLOWUP
INTERRUPTIONS IF, AS AND
WHEN YOU'RE READY TO**

TAKE ACTION - MAKE IT
HAPPEN
(Daily)

**YOU WILL FOLLOWUP
INTERRUPTIONS IF, AS AND
WHEN YOU'RE READY TO**

RESULTS ARE ACHIEVED

**SALES GROWTH
PROFIT GROWTH**

**WORK / LIFE BALANCE
REDUCE STRESS**

