

## Tools and templates



### Planning monthly goals and assessing progress against long-term targets

We've broken the goal-setting process down into blocks of activity. Customise this checklist to create your own monthly routine. Keep the process you develop relatively simple so you'll stick to it and be able to turn the data to insight.

#### Forecasting

- Update financial forecasts with actual data
- Look into trends and any significant discrepancies
- Check how monthly performance is contributing to long-term targets

#### Reporting

- Complete KPI reporting and nudge team members to input their data
- Look into performance of non-financial goals
- Share top-level information with everyone in the company
- Share detailed information with the management team and key stakeholders, eg. investors or non-executive directors

#### Discussion

- Hold review sessions with team leaders and/or teams
- Plan follow-up activities
- Talk results through with an adviser or non-executive director

#### Reflection

- Spend 30 minutes reviewing progress and team feedback
- Think about themes or ideas that can push the business forward
- Write down points to address during next month's planning process

**It's useful to book time in your diary every month to complete the different tasks.**