

1. Create a weekly, monthly & annual budget
2. Clarify cash flow, then develop a revenue projection
3. Regularly review this information & stay
4. on target

**1  
GET CLEAR ON  
YOUR MONEY**

**2  
IMPROVE YOUR  
TEAM'S CLARITY**

**ASK THESE 2 QUESTIONS FOR EACH POSITION:**

**Question 1: What is the position accountable for delivering?**

**Question 2: How will this be measured?**

**Once clear, you can then define the position for you & your team**

**3  
CREATE A  
WEEKLY MEETING:**

- |                            |                             |                              |
|----------------------------|-----------------------------|------------------------------|
| <b>STEP 1</b>              | <b>STEP 2</b>               | <b>STEP 3</b>                |
| <b>IDENTIFY<br/>ISSUES</b> | <b>COLLECT<br/>INSIGHTS</b> | <b>ACTION A<br/>SOLUTION</b> |