Turn a monthly goal into a week.

Choose a concrete result, plan small actions and review what changed before carrying work forward.

Month / main business goal / measure / target:

Plan the month

Week 1: establish the starting point and prepare the work.
Week 2: complete the first planned actions.
Week 3: review progress and adjust.
Week 4: finish, measure and plan the next month.
Extra or partial week: use it for follow-up or unfinished priorities.

This week begins / the result I want by the end of the week:

Priority 1: action / owner / time block / due date:

Priority 2: action / owner / time block / due date:

Priority 3: action / owner / time block / due date:

Friday review: What finished? What changed? What carries forward?

Month-end review: Actual result / lesson / next month's focus: