30-Day Vision Execution Planner

Turn Ideas into Daily Action
One Step at a Time

1. Vision Mapping Worksheet

Clarify your long-term goals and leadership aspirations

Think!
- What does successful leadership look like for you 1 year from now?
- What are the impact areas?

Vision Area*	What Success Looks Like	Why It Matters
Personal Leadership		
Team Performance		
Organizational Growth		
Culture & Values		
Innovation & Strategy		

*You may add vision areas as per your personal/organizational requirement

2. OKR* Setup Template

Translate your vision into monthly objectives & measurable key results

Instructions:
Use this for monthly OKRs. Ensure they align with your vision mapping.

Objective	Key Result 1	Key Result 2	Key Result 3	Owner	Deadline
e.g., **Improve team communication**	Hold 4 team syncs	Implement feedback tool	Track team satisfaction	Alex	April 30

*Objectives and Key Results

3. Daily Task Tracker

Break down OKRs into actionable steps each day

Instructions:
- Check-in daily.
- Keep it visible to maintain accountability.

Date	Top 3 Priorities	Linked OKR	Complete? ($\checkmark$)	Notes

4. Weekly Alignment Checklist

Stay on track & adapt based on real-time progress

Instructions:
- Complete every Friday.
- Reflect and adjust for the coming week.

Review Question	Yes / No	Reflection / Next Step
Did your team make progress on all OKRs?		
Did you encounter any blockers?		
Are your tasks aligned with your larger vision?		
Any course corrections needed?		
What will you stop/start/continue next week?		

5. Dashboard Snapshot Template

Visualize progress and improve team communication

Use Tools Like:
- Trello, Notion, Asana, or a whiteboard.

OKR	Status	Progress (%)	Notes or Risks
Improve team collaboration	On track	70%	Some resistance to new tools
Launch internal knowledge hub	Off track	40%	Delayed by design approvals

FREE

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