

From Priority to Action

A one-page tool for turning strategic priorities into work that moves.

A priority becomes actionable when people understand **what success looks like, who owns it, what happens next, and how progress will be recognized.**

STRATEGIC PRIORITY

What are we committing to accomplish?

1. DEFINE THE OUTCOME

What will be different because we did this? Describe the result - not the activity.

2. MAKE THE CASE

Why does this matter now? What organizational need, opportunity, or strategic goal does this advance?

3. DEFINE SUCCESS

How will we know we've succeeded? Identify 1-3 observable or measurable indicators.

1. _____
2. _____
3. _____

4. ESTABLISH OWNERSHIP

Accountable Owner _____

Key Contributors _____

Decision Authority _____

6. MARK THE MILESTONES

30 Days _____

60 Days _____

90 Days _____

5. IDENTIFY THE NEXT MOVES

What needs to happen next to create momentum?

Next Action	Owner	By When

7. ANTICIPATE FRICTION

What is most likely to slow or derail this work?

What can we do about it now?

8. SET THE RHYTHM

Review progress _____

Progress visible _____

Course-correction trigger _____

What happens next - and who owns it?

If those two things aren't clear, the priority isn't ready for execution.