

From Strategy to Clear Priorities

Clear Priorities | Clear Outcomes | Focused Execution

RESOURCE 1

**A Practical Guide to Understanding Your
Current Reality and Defining Clear Priorities**

INTRODUCTION

Execution improves when priorities are clear, meaningful, and aligned to measurable outcomes.

Many people and organizations struggle with execution not because they lack ambition, ideas, intelligence, or effort — but because too many priorities compete for attention at the same time.

When everything feels important:

- focus weakens
- resources become stretched
- decision-making slows down
- accountability becomes unclear
- execution loses consistency
- momentum becomes difficult to sustain

Focused execution requires more than activity. It requires clear priorities, intentional decision-making, visible alignment, and consistent reinforcement over time.

The purpose of this resource is to help you:

- identify what matters most
- clarify desired outcomes
- reduce competing priorities and distractions
- strengthen focus and alignment
- make more intentional execution decisions
- establish clearer execution direction moving forward

The objective is not to do more.

The objective is to focus consistently on what matters most and execute it more effectively.

SECTION 1

Start From Where You Are

Strong execution begins with clarity.

CURRENT REALITY & STRATEGIC REFLECTION

Before strengthening execution, it is important to understand:

1. What is currently demanding attention

2. What is creating pressure, distraction, or confusion

3. What is working well?

4. What is weakening focus or slowing progress?

5. Where is greater clarity or direction required?

6. What important priorities may not be receiving sufficient attention?

SECTION 2

Prioritization

Strong execution requires clear priorities and disciplined decision-making.

Not every task, opportunity, request, or idea deserves immediate attention. Prioritization helps strengthen focus, improve resource allocation, reduce distractions, and ensure execution effort remains aligned to meaningful outcomes.

PRIORITIZATION FILTER

Before assigning any priority, ask:

- Is this strategically important?
- Will this meaningfully improve results, progress, or execution?
- Does this require my direct attention now?
- What is the impact if this is delayed, delegated, simplified, or stopped?
- Is this creating momentum or simply creating activity?

PRIORITISATION MATRIX

To strengthen focus and execution discipline:

- the ACTION NOW category should ideally contain no more than 10 priorities
- the START NOW category should ideally contain no more than 10 priorities
- the DELEGATE category should ideally contain no more than 10 priorities

This helps reduce execution overload, improve prioritization quality, strengthen focus, and increase execution consistency.

ACTION NOW	STOP NOW
<p><i>Strategic. High impact. Time-sensitive. Requires direct attention and immediate execution focus. Delaying this weakens results, momentum, accountability, or progress.</i></p>	<p><i>Low strategic value. Low impact. Creates noise, distraction, unnecessary activity, or weak return on effort. Continuing this does not meaningfully improve execution or outcomes.</i></p>
START NOW	DELEGATE NOW
<p><i>Important but overlooked priorities that are critical for future growth, execution quality, sustainability, or measurable results.</i></p>	<p><i>Valuable work that supports progress but does not require your direct involvement, decision-making, or immediate execution focus.</i></p>

The objective is not to do everything.

The objective is to focus execution effort where it will create the greatest strategic impact.

TOP PRIORITIES IDENTIFIED

Based on the PRIORITISATION FILTER and PRIORITISATION MATRIX above, identify the top priorities currently falling within the ACTION NOW and START NOW categories.

These priorities will be reviewed further in the next sections as execution focus becomes progressively narrower and more intentional.

No.	ACTION NOW	START NOW
1.		
2.		
3.		

PRIORITY TIMING & EXECUTION PLANNING

Not every important priority requires immediate execution focus.

Once the highest execution priorities have been identified, review the remaining priorities and determine the most appropriate execution timing based on:

- strategic importance
- urgency
- available capacity
- dependencies
- resource requirements
- execution readiness
- organizational or business priorities

The objective is to ensure that important priorities remain visible without weakening focus on the highest execution priorities.

IMMEDIATE

Requires execution attention in the short term and may require direct action, planning, resource allocation, ownership, or delegation now.

MEDIUM TERM

Important priorities expected to require execution focus within approximately 18 to 36 months.

LONG TERM

Strategic priorities expected to require execution focus within approximately 36 to 60 months.

OVERALL ACCOUNTABILITY

Medium-term and long-term priorities should remain visible and intentionally monitored to ensure they do not lose strategic visibility or fall through the cracks over time.

Some priorities may not require immediate execution focus today but may become high-priority execution items within the next 12 to 18 months as organizational priorities, capacity, resources, strategy, or external conditions change.

Assigning overall accountability helps ensure that:

- priorities remain visible
- progress is monitored
- dependencies are tracked
- future execution readiness is strengthened
- important priorities are not forgotten or unintentionally delayed

The person identified as Overall Accountable may not necessarily execute the work directly, but is responsible for ensuring the priority remains visible, supported, monitored, and appropriately transitioned into future execution planning.

ACTION NOW

No.	PRIORITY	TIMING <i>Immediate / Medium Term / Long Term</i>	ACTION REQUIRED	RESPONSIBLE
1.				
2.				
3.				
4.				
5.				

START NOW

No.	PRIORITY	TIMING <i>Immediate / Medium Term / Long Term</i>	ACTION REQUIRED	RESPONSIBLE
1.				
2.				
3.				
4.				
5.				

DELEGATE NOW

No.	PRIORITY	TIMING <i>Immediate / Medium Term / Long Term</i>	ACTION REQUIRED	DELEGATED TO
1.				
2.				
3.				
4.				
5.				

FOCUSED EXECUTION RANKING

The top priorities identified within the ACTION NOW and START NOW categories should now be reviewed further to strengthen execution focus and prioritization discipline.

The objective of this section is to narrow the focus further and determine:

- which priorities require the greatest execution attention
- which priorities create the greatest strategic impact
- which priorities contribute most directly to desired outcomes
- which priorities strengthen measurable progress and execution momentum
- which priorities carry the greatest consequences if delayed

Not every priority deserves the same level of execution attention.

Focused execution requires disciplined narrowing, intentional trade-offs, and clear execution focus.

ACTION NOW

No.	PRIORITY	STRATEGIC IMPACT <i>High / Medium / Low</i>	URGENCY <i>High / Medium / Low</i>	FOCUS LEVEL <i>Highest / High / Moderate / Low</i>
1.				
2.				
3.				

START NOW

No.	PRIORITY	STRATEGIC IMPACT <i>High / Medium / Low</i>	URGENCY <i>High / Medium / Low</i>	FOCUS LEVEL <i>Highest / High / Moderate / Low</i>
1.				
2.				
3.				

TOP 3 EXECUTION PRIORITIES

Now that priorities have been filtered, ranked, and reviewed, identify the three priorities that require the greatest execution focus and strategic attention.

These priorities should:

- create the greatest strategic impact
- strengthen measurable progress
- align closely to desired outcomes
- deserve sustained execution focus
- move execution forward meaningfully

WHY THIS MATTERS MOST

This section should clarify why the priority deserves focused execution attention above competing priorities.

The explanation should reflect:

- strategic importance
- expected impact
- urgency
- consequences if delayed
- contribution to measurable outcomes
- value to the organization, business, team, or stakeholders

KEY OUTCOME

Define one clear outcome for each priority.

The outcome should clearly describe the intended result or measurable shift expected from successful execution.

One key outcome strengthens:

- clarity
- focus
- alignment
- execution discipline
- accountability
- measurable progress

Too many outcomes linked to one priority can weaken focus, create competing execution demands, and reduce execution clarity.

RANK	PRIORITY	WHY THIS MATTERS MOST	KEY OUTCOME

EXECUTION RESPONSIBILITY & ACCOUNTABILITY

Execution improves when ownership, accountability, execution actions, and delivery expectations are clearly defined.

The Top 3 Priorities and Key Outcomes identified above should now be carried forward into this section and translated into focused execution action.

For each priority and outcome:

- identify no more than three execution priority items
- define clear delivery deadlines
- identify who is responsible for execution
- identify who is accountable for overall delivery and oversight
- identify the critical success requirements necessary to support successful execution

Some responsibilities and accountabilities may remain the same across execution items, while others may differ depending on the nature of the work, oversight requirements, expertise, or execution support required.

RESPONSIBLE

The person directly responsible for executing or actioning the priority.

ACCOUNTABLE

The person ultimately accountable for delivery, decision-making, oversight, and overall execution success. The final responsibility rests with them.

WHAT IS REQUIRED FOR SUCCESS

Identify no more than three critical requirements necessary to support successful execution.

These may include:

- leadership support
- time
- funding/resources
- visibility
- stakeholder alignment
- coordination
- execution discipline
- decision-making support
- accountability structures

TOP PRIORITY	KEY OUTCOME <i>One key outcome only</i>	EXECUTION PRIORITY ITEM	DELIVERY DEADLINE	RESPONSIBLE	ACCOUNTABLE	WHAT IS REQUIRED FOR SUCCESS
Priority 1		1.				1.
		2.				2.
		3.				3.
Priority 2		1.				1.
		2.				2.
		3.				3.
Priority 3		1.				1.
		2.				2.
		3.				3.

Execution improves when priorities, ownership, accountability, and delivery expectations are clear.

CONCLUSION

Strong execution begins with clarity.

Clear priorities help strengthen:

- focus
- direction
- decision-making
- accountability
- execution discipline

Throughout this section, you have worked to:

- clarify what matters most
- prioritize competing demands
- narrow execution focus
- identify desired outcomes
- strengthen ownership and accountability
- establish clearer execution direction

The objective was not to focus on everything equally.

The objective was to identify the priorities that deserve the greatest execution attention and create the greatest measurable impact.

Clear priorities, clear outcomes, and focused execution help strengthen:

- alignment
- consistency
- measurable progress
- execution discipline
- long-term sustainability

Through this process, you have strengthened clarity, prioritization, direction, and focus — moving from Strategy to Clear Priorities and positioning yourself to move from Strategy to Focused Execution.

NEXT STEP

Translate clear priorities into focused, measurable execution.

→ Continue to Resource 2

NEED SUPPORT TO STRENGTHEN EXECUTION AND DELIVER MORE CONSISTENT RESULTS?

If you would like support translating priorities into focused execution, strengthening accountability, or improving measurable results, GrowthMindSet partners with individuals, professionals, business owners, and organizations to build practical approaches that support consistent execution and meaningful progress.

Contact us at:

hello@growthmindsetglobal.com

We will endeavour to respond within 2 business days.

Data Privacy Notice

Any information shared through our forms or communication channels will be used solely for the purpose of understanding your support needs and responding appropriately.

Your information will be handled confidentially and will not be shared with third parties without your consent.

© GrowthMindSet Global. All rights reserved.

This publication may not be reproduced, distributed, or shared, in whole or in part, without prior written permission from GrowthMindSet Global.

