

START HERE

Make the week realistic.

Choose one useful result.

A busy week can leave you wondering what you actually moved forward. Choose one thing you want to improve or follow up on. Keep your required daily work in your existing calendar and approved systems.

Open the right pages.

In the 46-page 90-Day Leadership Planner, read the examples on pages 4-6, set your dates and priority on pages 8-10, then plan Week 01 on page 11 and review it on page 12. These are overall PDF page numbers.

Make room before making a promise.

Confirm what can move, what can be delegated with agreement and what support is available. Do not assume work will fit because it matters.

Keep the commitment visible.

Record the next action and review date in your approved calendar or work system. Use the planner for preparation and reflection; it does not send reminders or sync with the website.

What this companion adds

A worked week, a short fillable plan and an honest review. Use this free companion on its own or with the 90-Day Leadership Planner. No account, subscription or video is needed.

FICTIONAL WORKED WEEK

An update is useful, even before the final answer.

The concern

Staff say they raise questions but do not always hear what happens next. Some answers require director approval. The manager cannot promise that every request will be granted.

This week's result

Give an accurate update on two open concerns at the next huddle, including what is still awaiting a decision. Confirm the information with the responsible leaders before presenting it.

Time and support

Reserve a short preparation period and request the missing information. With appropriate agreement, defer a nonurgent formatting task. Required work and safety responsibilities continue.

When the plan changes

A staffing issue reduces preparation time, and one decision is still pending. The manager gives the confirmed answer, explains what remains open and communicates the next update date. The team hears where things stand instead of wondering whether their concern was forgotten.

The honest review

The promised update was given, but one concern remains unresolved. The manager kept the promise to update the team, even though the decision was still open. Ask whether the message was clear. One huddle alone cannot show that trust or engagement scores improved.

What happens next

Follow up with the decision-maker before the next update. Carry forward the specific unresolved action, not every item from last week. Keep identifiable staff concerns in approved systems.

PRACTICAL IMPLEMENTATION

Plan one useful week.

Use concise, nonsensitive notes.

Save a working copy. Test one entry, close and reopen it in a form-supporting PDF reader. Fields have fixed space and do not calculate.

One useful result and why it matters**Next action, responsible role and date****Time and support; what can move with agreement****If blocked, what will I communicate and when?****Review: completed, unresolved and the next adjustment**

REVIEW AND REUSE

Review progress without overstating it.

Notice what moved forward.

Planning a conversation, having it and seeing a change in the work are different steps. Give yourself credit for following through, then check whether the concern improved. If it did not, use that information to decide what comes next.

At the end of the week

Ask what was completed, what remains open and whether the plan was realistic. Notice the effect on other work. Keep, change or stop the next action based on what you learned.

If you use a 90-day cycle

Set actual 30-, 60- and 90-day review dates. Thirteen weeks covers about 90 days; the final week may extend beyond day 90. At each checkpoint, compare the current position with your starting point and explain the limits of the evidence.

Use the right scope.

A coordinator may improve a handoff within an assignment. A manager may address a recurring team concern. A director may coordinate a cross-service decision. The same short routine can support different responsibilities, but does not replace a business case or governance process.

Know when to reset.

If the priority lacks approval, time or support, revise the plan with the responsible leader. Persistent overload is not solved by filling more boxes. Urgent concerns follow the required process immediately.

Get help or share feedback.

Tell WCL which section you used, what you were trying to do and what was unclear. Do not send patient, personnel or confidential business details. Visit westclinicalleadership.com/contact.