

# Canvas to Build Your StrategySprint™

## 1 Set Your Strategic Performance Cycle: Complete the Fields to Populate the Timeline Below

	Annual Planning	Quarterly Refreshes	Monthly Reviews
<b>Executive Team</b>	<p><b>Create Annual Company-wide Goals/OKRs</b></p> <p>Tip—These are created first.</p> <p><b>Date:</b> <b>Leader:</b> <b>Attendees:</b></p>	<p><b>Quarterly Review + Refresh Focus for Next Quarter</b></p> <p>Tip—This is completed <b>last</b> after the Team &amp; Individual Refreshes.</p> <p><b>Meeting Dates</b> Q1:            Q2: Q3:            Q4: <b>Attendees:</b></p>	<p><b>Company-wide Monthly Metric Review</b></p> <p>Tip—We recommend completing this <b>last</b> and on the 2nd Friday of each month.</p> <p><b>Meeting Date:</b> <b>Leader:</b> <b>Attendees:</b></p>
<b>Directors/Managers</b>	<p><b>Create Annual Department Objectives/Goals</b></p> <p>Tip—These are created after the company-wide objectives/goals have been set for the year.</p> <p><b>Date:</b> <b>Leader:</b> <b>Attendees:</b></p>	<p><b>Team Review/ Refresh Department Objectives</b></p> <p>Tip—This is completed <b>second</b> after individuals create and refresh quarterly KR's.</p> <p><b>Meeting Dates</b> Q1:            Q2: Q3:            Q4: <b>Departments:</b></p>	<p><b>Team Review</b></p> <p>Tip—We recommend completing this <b>second</b> and on the 2nd Wednesday of the month.</p> <p><b>Date:</b> <b>Departments:</b></p>
<b>Team Members</b>		<p><b>Create/Refresh Quarterly Individual Actions/KRs</b></p> <p>Tip—This is completed <b>first</b> before the Team Review and Executive Review.</p> <p><b>Due Dates</b> Q1:            Q2: Q3:            Q4:</p>	<p><b>Individual Progress Check-In</b></p> <p>Tip—This is completed <b>first</b> on the 1st Friday of the month.</p> <p><b>Dates:</b></p>

## 2 Use Your StrategySprint™ Timeline

