

Taking Your Business Pulse



A 30-minute weekly reflection for busy entrepreneurs — six quick checks on the numbers, the focus, the people and you.

30 MINUTES • 6 CHECKS • ONCE A WEEK, SAME TIME

How to use this. Put it in the diary as a recurring appointment and treat it like a client meeting — same slot every week, phone face down. Work through in order and keep moving; the timings are there to stop you disappearing down one rabbit hole. Answers don't need to be tidy. The last box is the one that matters.

1 Quick Wins & Challenges

5 MIN

☐ What was my biggest win this week?

☐ What was my biggest challenge or disappointment?

☐ Did any unexpected opportunities or problems emerge?

2 Numbers Check

7 MIN

☐ Are we on track for our monthly / quarterly targets?

☐ Is any metric trending in the wrong direction?

☐ What immediate action do we need to take?

3 Focus Assessment

5 MIN

☐ Did I spend most of my time on high-impact activities?

☐ What distracted me from priorities?

☐ Am I making progress on my quarterly goals?

4 People Pulse

5 MIN

- ☐
- Any team concerns to address, or wins to celebrate?

- ☐
- Any client issues or opportunities requiring attention?

- ☐
- Any important relationships needing maintenance?

5 Next Week Setup

6 MIN

- ☐
- What didn't I get done this week that I should have?

- ☐
- Is there a recurring theme?

- ☐
- What should I outsource or delegate to free up time for priorities?

6 Personal Check

2 MIN

- ☐
- How's my energy level?

- ☐
- Am I spending enough time doing things I enjoy?

- ☐
- What do I need personally to perform at my best next week?

My three non-negotiables for next week

If nothing else happens, these do. Write them where you'll see them.

1

2

3

Same time next week.