



# IMPLEMENTING YOUR PLANS

# Authors: george james Itd. Training Team

**Email:** Jonathan.cooper@geogejamesltd.com **Mobile:** +44 7710 763253 **Email:** Pru.layton@georgejamesltd.com **Mobile:** +44 7860 858178 **Email:** Steve.vaughan@georgejamesltd.com **Mobile:** +44 7538 420581



# **Implementing your Plans**

We often spend many hours formulating plans and with that in mind how pleased are you with your implementation, whether that be at a personal, or team level? Below are some key points to consider to ensure effective implementation.



## For Managers

- 1. How clear to your team members are your plans? For example, company or departmental goals, or strategic actions? Managers need to keep communicating these plans and checking for understanding and alignment in everything your team members are doing.
- 2. Do the plans need to be translated and broken down into words they understand and that they can relate to in their own territories / businesses? Remember you have probably lived and breathed these plans for many hours over weeks and months! If your team members are seeing them for the first time do you need to give them time to absorb them, understand and rationalize them?



**ACTION PLAN** 



- 3. Do the goals for your team members underpin your goals? Are the connections clear? Do they see any barriers to getting the things done that need to get done? And have you discussed these with your team members?
- 4. How will you manage individual and team performance, which at the heart is about us all achieving our goals? Think about how frequently you will review performance, the model you will use, and the focus of the discussions. Consider the use of balanced scorecards, KPI's etc. Can you summarize the key data in a dashboard making it visible to all on an ongoing basis?
- 5. If actions are not being completed on time, then ask why? Try and understand the barriers that you can control and influence and clear them out of the way to allow your team to focus on the key actions. Sometimes as a manager you must clarify what your team members should not do the NOT TO DO LIST! If your strategy has changed then the resulting actions probably change. Are your team members still working on actions to implement the previous strategy?



- 6. Make sure you share all quick wins, successes, and best practice. This will help people see what can be done, and that it **is** achievable! Make sure you celebrate your successes too, and in doing so understand why you were successful.
- 7. Is there clear list of actions for the month / quarter / year that were generated as part of the planning process. If so, does everyone who needs to know have access to this action list? If we are reliant on several colleagues to complete a key action are they all clear of what needs to be done and by when?

### **As Individuals**

- 8. Why not appoint an accountability partner? Someone that you can hold accountable for implementing their plan, and in return hold you accountable for implementing your plan.
- 9. Check your "to do list" against your calendar. Are the things that you are doing and tasks you are undertaking, aligning with the actions that support the implementation of your plan both now, and in the future?



- 10. Adopt the mindset of "be the CEO for your own business". Take full responsibility for your business and become the go to person in your territory / area of responsibility!
- 11. Rigorously measure, monitor, and review your progress. Keep looking to ensure that your plans are having the desired impact within the business. If not, then look to change what you are doing. Indeed, sometimes we must change the plan, as many of us have had to when the COVID-19 pandemic struck! Plan, Do, Check, and Act (PDCA) is an extremely useful tool to stay on track. And remember the great saying 'what gets measured gets managed, and what gets managed gets done'.



And finally, for all of us achieving their plan as they intended is highly motivational and a great capability to develop.