

Finish Strong: 5-Month Strategic Success Checklist

Refocus | Rebuild | Realign

A Mid-Year Momentum Guide for August–December

Purpose: This checklist equips professionals, leaders, and high-performing teams with a clear monthly roadmap to close the year with focus and purpose. Whether you are driving growth, navigating change, or seeking clarity—this tool will help you take strategic action.

AUGUST – REFOCUS

Goal: Clarify your top priorities and eliminate distractions.

Checklist:

- ☐ Identify 2–3 key goals that will have the greatest impact
 - ☐ Review and revise your current commitments
 - ☐ Set weekly time blocks for deep, focused work
 - ☐ Eliminate one task or obligation that no longer aligns
 - ☐ Reaffirm alignment with your mission, vision, or KPIs
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SEPTEMBER – REBUILD

Goal: Strengthen the systems that support your success.

Checklist:

- ☐ Audit your daily/weekly routines—optimize for energy and efficiency
 - ☐ Streamline tools, workflows, or processes that cause friction
 - ☐ Automate or delegate at least one recurring task
 - ☐ Update your personal or team dashboard to track key goals
 - ☐ Reinforce boundaries that protect your time and focus
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OCTOBER – RECONNECT

Goal: Cultivate meaningful relationships and collaborative opportunities.

Checklist:

- ☐ Reconnect with 3–5 key contacts or supporters
 - ☐ Express appreciation to clients, colleagues, or collaborators
 - ☐ Ask for feedback from a trusted advisor or team member
 - ☐ Attend one event (in-person or virtual) for growth and visibility
 - ☐ Strengthen one internal or external partnership
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NOVEMBER – REFLECT

Goal: Capture lessons learned and acknowledge progress.

Checklist:

- ☐ Identify your biggest win of the year so far
 - ☐ Reflect on 3 key lessons you've learned
 - ☐ Conduct a personal or team year-in-review
 - ☐ Share a story of success or transformation with your network
 - ☐ Send thank-you notes or emails to mentors, clients, or peers
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DECEMBER – REALIGN

Goal: Close the year with clarity and prepare for what's next.

Checklist:

- ☐ Draft your 1-page vision for the next year
 - ☐ Define 3–5 values that will guide your upcoming decisions
 - ☐ Identify one big goal and 2 supporting actions for Q1
 - ☐ Block time for strategic planning before the holidays
 - ☐ Celebrate progress—no matter how big or small
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Ready to Go from Reflection to Results?

If you're ready to stop spinning your wheels and start moving forward with purpose, *Consulting for Success* offers:

- ✓ 1:1 Coaching
- ✓ Strategic Team Sessions
- ✓ Leadership Workshops

✉ Contact: ConsultingForSuccess@outlook.com | 🌐 Website: <https://consultingforsuccess.us/>