



Roadmap: Five Steps for Successful Execution

Ready to Govern® Resources for Political Appointees

To focus and execute your agenda in the federal environment, it is helpful to create a plan or roadmap. Below are five steps for successful execution, along with a few questions to ask yourself. Given your role, your agency, and your leadership style, how you tackle these five steps is up to you.

Roadmap to Successful Execution of Goals and Priorities		
Your Goals / Priorities		
<i>List the top goal/priority you would like to achieve.</i>		
Step One: Learn Your Organization		
What is the lay of the land?		
<i>What actions will you take?</i>	<i>When? How much time will you spend?</i>	<i>What will you do personally? What will you delegate to others?</i>
Step Two: Set an Agenda with Clear Priorities		
Where do I focus?		
<i>What actions will you take?</i>	<i>When? How much time will you spend?</i>	<i>What will you do personally? What will you delegate to others?</i>

Step Three: Chart a Pathway Leveraging Existing Tools		
How do I get there?		
<i>What actions will you take?</i>	<i>When? How much time will you spend?</i>	<i>What will you do personally? What will you delegate to others?</i>
Step Four: Engage Stakeholders Early and Overcommunicate		
How do I get buy-in?		
<i>What actions will you take?</i>	<i>When? How much time will you spend?</i>	<i>What will you do personally? What will you delegate to others?</i>
Step Five: Use Ongoing, Data-driven Accountability Processes and Metrics		
How do I drive and measure progress?		
<i>What actions will you take?</i>	<i>When? How much time will you spend?</i>	<i>What will you do personally? What will you delegate to others?</i>