INFIN8 / CLARITY BEFORE GROWTH

The Clarity & Execution Workbook

A check, a week and a quarter. Everything you need to move from where the business stands today to a dated, owned plan for the next ninety days.

01 Owner Self-Check

02 7-Day Clarity Sprint

03 90-Day Action Planner

HOW THIS WORKS

One check. One week. One quarter.

Three short tools, in order. The self-check shows you where to look. The sprint turns that into a week of small, specific moves. The planner turns whatever's still standing after that into a ninety-day commitment with a name and a date on it.

01

Owner Self-Check

Ten minutes across four areas of the business.

02

7-Day Clarity Sprint

One small move a day, for a week.

03

90-Day Action Planner

Up to three priorities, owned and dated.

Work through it in order

Each tool feeds the next one.

PART ONE

Owner Self-Check

Ten minutes, four honest looks at where the business stands today. Rate each area red, amber or green before you turn the page.

01 / INFORMATION

Information signal

A gut feel is not the same as a number. This page tests whether you can see what the business is actually doing, or whether you're estimating from memory.

01 Know your cash position

What's the current bank balance, and what's due out in the next two weeks?

EVIDENCE OR NOTE

02 Know your margin

Which job, product or client actually makes the business money, and which one just keeps it busy?

EVIDENCE OR NOTE

03 Know your commitments

What's owed to the ATO, to suppliers and on any loan or lease, right now?

EVIDENCE OR NOTE

YOUR CURRENT SIGNAL

Red
The numbers live in your head, or you'd need to ask someone else to find them.

Amber
You know the rough shape, but none of it is written down anywhere.

Green
You can point to a real number for each of these today, without guessing.

IMMEDIATE ACTION

Pick the one number you're least sure of, and go find the real answer this week.

02 / SYSTEMS

Systems signal

A business that only runs while you're standing in it isn't a system yet. This page tests whether the work would survive a week without you.

01 The absence test

If you took a week off with no phone, what would actually stop?

EVIDENCE OR NOTE

02 The repeat test

Which task does your team redo from scratch each time, instead of following a set way of doing it?

EVIDENCE OR NOTE

03 The handover test

If someone new started tomorrow, could they find how the job is meant to be done?

EVIDENCE OR NOTE

YOUR CURRENT SIGNAL

Red
Nothing runs properly without you in the room.

Amber
Some things are written down. Most still rely on memory.

Green
The core work has a repeatable way of being done, on paper or in a system.

IMMEDIATE ACTION

Write down the one process that would break first if you disappeared for a week.

03 / ACTION

Action signal

Plenty of businesses have good ideas. Fewer actually move on them. This page tests whether decisions turn into dates, owners and outcomes.

01 The follow-through test

What was the last decision you made that still hasn't actually happened?

EVIDENCE OR NOTE

02 The ownership test

For the three things on your mind right now, who owns each one, and is it really you every time?

EVIDENCE OR NOTE

03 The deadline test

Which of those three has an actual date attached, not just "soon"?

EVIDENCE OR NOTE

YOUR CURRENT SIGNAL

Red
Most things stay ideas. Nothing has a date against it.

Amber
Some things get done, usually only once there's pressure.

Green
Priorities have a named owner and a date, and you can see progress.

IMMEDIATE ACTION

Take one thing that's been sitting unmoved, and give it a name, an owner and a date this week.

04 / RHYTHM

Rhythm signal

Problems rarely arrive all at once. They build quietly, until a regular check-in would have caught them early.

01 The calendar test

Is there a set time, weekly or monthly, when you actually look at the numbers, not just react to them?

EVIDENCE OR NOTE

02 The early-warning test

What would tell you a problem is coming, three weeks before it turns urgent?

EVIDENCE OR NOTE

03 The follow-up test

When did you last compare what actually happened against what you expected?

EVIDENCE OR NOTE

YOUR CURRENT SIGNAL

Red
Review happens only once something's already gone wrong.

Amber
It happens sometimes, usually when you remember to do it.

Green
There's a set time you check in, and you compare it against what you expected.

IMMEDIATE ACTION

Book one recurring 30-minute slot this week, same time, to look at the numbers.

SUMMARY

Where to focus first

Bring the four signals together. A single red area matters more than three greens sitting next to it. Don't average it away.

01
Information

02
Systems

03
Action

04
Rhythm

IF MORE THAN ONE AREA CAME BACK RED OR AMBER

Start the complimentary INFIN8 Baseline Assessment. It works from these same four areas of the business and gives you a fuller, evidence-based read in one sitting, no document upload required.

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PART TWO

7-Day Clarity Sprint

One small, specific move a day. Use whatever came back red or amber on the self-check as your starting point for Day 1.

01 DAY 1: Name the one thing

Of everything competing for your attention, which single issue would change the most if you fixed it first?

- [ ] **Today's move:** Write that one thing down in a single sentence, somewhere you'll see it first thing tomorrow.

02 DAY 2: Get the real number

What's the figure behind that issue that you've been estimating instead of actually checking?

- [ ] **Today's move:** Go find the real number today. Not the rough version in your head, the actual one.

03 DAY 3: Find the leak

Where is time, cash or attention quietly draining away without you ever deciding to spend it there?

- [ ] **Today's move:** Name the leak in one line. You're not fixing it yet, just naming it clearly.

04 DAY 4: Ask the person who'd know first

Who on your team, or which advisor, would have noticed this before you did?

- [ ] **Today's move:** Send them one message today asking what they're seeing.

05 DAY 5: Make the call

What's the decision you've been putting off because it felt too big to make on an ordinary Tuesday?

- [ ] **Today's move:** Make it. Even a provisional decision beats another week of no decision at all.

06 DAY 6: Write it down properly

Now that Day 5 is decided, who actually owns it, and by when does it need to happen?

- [ ] **Today's move:** Turn yesterday's decision into one line with a name and a date attached to it.

07 DAY 7: Set the next check-in

What would tell you, three weeks from now, whether this week actually worked?

- [ ] **Today's move:** Book one 20-minute slot in the next three weeks to find out.

PART THREE

90-Day Action Planner

Turn whatever's still standing after the sprint into a small number of priorities, each with an owner, milestones and evidence.

WHY 90 DAYS

Long enough to move something

A year is too long to stay honest about. A week is too short to matter. Ninety days is long enough to actually shift a priority, and short enough that you'll still remember why you started.

Choose your priorities

List everything competing for attention right now. Then choose no more than three to carry into the next ninety days. If everything is a priority, nothing is.

Circle your top three. Those are the ones that get a page each, next.

PRIORITY 01

Define it, own it, prove it

WHAT EXACTLY IS THE PRIORITY

WHAT IT COSTS THE BUSINESS TO LEAVE THIS UNRESOLVED ANOTHER QUARTER

WHO OWNS IT (ONE NAME, NOT "THE TEAM")

30-DAY MILESTONE	60-DAY MILESTONE	90-DAY MILESTONE

THE EVIDENCE THAT PROVES IT ACTUALLY MOVED (A NUMBER, A DOCUMENT, A RESULT, NOT A FEELING)

REVIEW DATE

NOTES

PRIORITY 02

Define it, own it, prove it

WHAT EXACTLY IS THE PRIORITY

WHAT IT COSTS THE BUSINESS TO LEAVE THIS UNRESOLVED ANOTHER QUARTER

WHO OWNS IT (ONE NAME, NOT "THE TEAM")

30-DAY MILESTONE	60-DAY MILESTONE	90-DAY MILESTONE

THE EVIDENCE THAT PROVES IT ACTUALLY MOVED (A NUMBER, A DOCUMENT, A RESULT, NOT A FEELING)

REVIEW DATE

NOTES

PRIORITY 03

Define it, own it, prove it

WHAT EXACTLY IS THE PRIORITY

WHAT IT COSTS THE BUSINESS TO LEAVE THIS UNRESOLVED ANOTHER QUARTER

WHO OWNS IT (ONE NAME, NOT "THE TEAM")

30-DAY MILESTONE	60-DAY MILESTONE	90-DAY MILESTONE

THE EVIDENCE THAT PROVES IT ACTUALLY MOVED (A NUMBER, A DOCUMENT, A RESULT, NOT A FEELING)

REVIEW DATE

NOTES

THE WEEKLY RHYTHM

A plan only works if something checks it

This isn't a big meeting. It's a habit, and it only needs to hold three shapes.

Once a week, ten minutes

Look at each priority and ask one question: did this move, or didn't it? You're not solving anything in this ten minutes, just checking.

Once a month, thirty minutes

Check the milestone against what's actually happened, not what was planned. A milestone that's slipping is useful information now, not in week twelve.

At day 90, look at the evidence

Look at the proof you set out to collect. If it's there, the quarter worked. If it isn't, that's the finding, not a failure, and it tells you exactly where the next ninety days needs to start.

WHERE THIS LEAVES YOU

A check, a week and a quarter, all pointed the same way

You now have four signals rated honestly, seven small moves behind you, and up to three priorities with a named owner and a real date. That's not a finished business. It's a business that's actually being run.

IF MORE THAN ONE SIGNAL CAME BACK RED OR AMBER

Start the complimentary INFIN8 Baseline Assessment. It works from the same four areas covered in this workbook and gives you a fuller, evidence-based read in one sitting, no document upload required. Paid analysis with a Business Finance Consultant is a separate next step, only when the evidence and complexity justify it.

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