THE STRONG FINISH · FINISHER'S TOOLKIT

The Finisher's *Toolkit*

10 Practical Tools to Help You Turn Unfinished Vision Into Focused Execution Before December 31

10 practical tools | Face it · Choose it · Plan it | Execute it · Finish it



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NAME _____

The year isn't over.

A WORD FROM PASTOR MARK

Welcome to your *strong finish.*

The year isn't over.

An unfinished vision does not have to become a permanent regret. There is still time to make a meaningful move, complete an important assignment, and enter 2027 with evidence of progress.

Whether you are building a church, a business, a conference, a ministry, or a creative vision, this toolkit asks you to get honest, choose what matters, and give your finish a plan.

You do not need another notebook full of intentions. You need a clear finish line, protected execution time, and the courage to follow through. **Write in these pages. Make decisions. Put dates beside them. Review what you promised.**

Some things need to be finished. Some need to be handed off. Some need to be released. The goal is to finish the meaningful vision you still have the capacity and opportunity to complete.



Let's finish strong.
Pastor Mark Moore Jr.

BEFORE YOU BEGIN

What I want to be different by December 31:

HOW TO USE THIS TOOLKIT

Face it. Choose it. Plan it. *Execute it. Finish it.*

Work through Tools 1–3 first. Use Tools 5–7 to clear capacity. Then repeat Tools 4, 8, and 9 as your execution rhythm. Use Tool 10 to verify your finish.

01	**Unfinished Business Audit**	FACE IT	p. 04
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PRINT & REPEAT

Each tool begins on a new page and carries its own title. Print the pages you need. Reprint the weekly scorecard, daily planner, and calendar as often as needed. Reuse delegation and priority pages for each assignment.

STARTING AFTER OCTOBER 1?

Use only the weeks remaining. Mark elapsed weeks N/A, reduce the scope, and keep the final deadline on or before December 31, 2026.

01

The Unfinished Business Audit

THE PRINCIPLE

You cannot finish what you *refuse to face.*

YOUR PURPOSE

Get every unfinished commitment out of your head and onto paper.

PUT IT TO WORK

List honestly before you evaluate. Include ministry, business, events, creative work, and personal commitments that affect your capacity.

My focus as I begin this tool:

TOOL 01 / THE UNFINISHED BUSINESS AUDIT

What I promised. *What I completed.*

What I Said I Would Accomplish in 2026

What I Actually Accomplished

TOOL 01 / THE UNFINISHED BUSINESS AUDIT

Face the *unfinished.*

What Remains Unfinished

Why It Remains Unfinished

What Is Costing Me the Most Mental Energy?

What Am I Avoiding?

TOOL 01 / THE UNFINISHED BUSINESS AUDIT

Release or *recommit.*

What Have I Outgrown?

What Still Matters?

My three most important unfinished items are...

1.

2.

3.

TOOL 01 / CAPTURE FACTS. USE ADDITIONAL COPIES FOR ADDITIONAL COMMITMENTS.

Unfinished Business *Inventory*

PROJECT / GOAL	ORIGINAL DEADLINE	CURRENT STATUS	WHY IT STALLED	COST OF LEAVING IT UNFINISHED	STILL MATTERS? YES / NO
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N

CURRENT STATUS: Not started | In progress | Waiting | At risk | Ready to finish

02

The One Big Finish Worksheet

THE PRINCIPLE

You do not need to finish everything. You need to finish *what matters.*

YOUR PURPOSE

Choose the single highest-leverage finish you can complete before December 31.

PUT IT TO WORK

Select a result, not a collection of activities. Keep the scope meaningful and achievable with the time and resources remaining.

My focus as I begin this tool:

TOOL 02 / THE ONE BIG FINISH WORKSHEET

Choose the finish *that matters.*

If I could complete only ONE major thing before December 31, what should it be?

Why does this matter now?

What changes if I finish it?

What does it cost me if I don't?

Who benefits from its completion?

TOOL 02 / THE ONE BIG FINISH WORKSHEET

Define DONE. *Make the commitment.*

What does DONE specifically look like?

What is the measurable outcome?

What is my final deadline? (On or before December 31, 2026) _____

MY ONE BIG FINISH

Before December 31, I will

I will know it is finished when

SIGNATURE _____ DATE _____

03

The 90-Day Reverse Engineering Planner

THE PRINCIPLE

Finishers don't just plan forward from where they are. They plan backward from *where they are going.*

YOUR PURPOSE

Turn your finish line into milestones, monthly outcomes, and weekly deliverables.

PUT IT TO WORK

Start at DONE. Work backward to the earliest action that must happen. Assign a date to each dependency; confirm who and what you need.

My focus as I begin this tool:

TOOL 03 / WORK BACKWARD. WRITE THE DELIVERABLE AND ITS DATE AT EVERY STEP.

Start with the *finish line.*

FINISH LINE

Start here

DUE _____

FINAL MILESTONE

DUE _____

MILESTONE 3

DUE _____

MILESTONE 2

DUE _____

MILESTONE 1

DUE _____

NEXT ACTION

Do this first

DUE _____

October. *2026*

TOOL 03 / MONTHLY OUTCOME PLAN

Primary Outcome

Critical Milestones

Key Actions

People Needed

Money / Resources Needed

Major Deadline

Potential Obstacle

November.

2026

TOOL 03 / MONTHLY OUTCOME PLAN

Primary Outcome

Critical Milestones

Key Actions

People Needed

Money / Resources Needed

Major Deadline

Potential Obstacle

December.

2026

TOOL 03 / MONTHLY OUTCOME PLAN

Primary Outcome

Critical Milestones

Key Actions

People Needed

Money / Resources Needed

Major Deadline

Potential Obstacle

TOOL 03 / TRACK RESULTS, NOT BUSYNESS. STATUS: GREEN / YELLOW / RED / DONE.

13-week *execution map*

WEEK / DATES	REQUIRED OUTCOME	TOP 3 ACTIONS	DEADLINE	STATUS
01 Oct 1–7				G Y R D
02 Oct 8–14				G Y R D
03 Oct 15–21				G Y R D
04 Oct 22–28				G Y R D
05 Oct 29–Nov 4				G Y R D
06 Nov 5–11				G Y R D
07 Nov 12–18				G Y R D
08 Nov 19–25				G Y R D
09 Nov 26–Dec 2				G Y R D
10 Dec 3–9				G Y R D
11 Dec 10–16				G Y R D
12 Dec 17–23				G Y R D
13 Dec 24–31				G Y R D

The final block includes December 31. If a week has elapsed, mark it N/A and re-plan the remaining weeks.

04

Weekly Execution Scorecard

THE PRINCIPLE

What gets measured gets managed. What gets reviewed *gets finished.*

YOUR PURPOSE

Measure weekly movement toward your One Big Finish and correct drift quickly.

PUT IT TO WORK

Print both scorecard pages for each week. Define a required win before the week begins; review the evidence at the end. Count completed deliverables, not effort.

My focus as I begin this tool:

TOOL 04 / PRINT BOTH SCORECARD PAGES FOR EACH WEEK

Weekly execution: *plan*

WEEK OF _____ FINAL DEADLINE _____

My One Big Finish

This Week's Required Win

Top 3 Deliverables (include a due date for each)

1. _____ DUE _____

2. _____ DUE _____

3. _____ DUE _____

Appointments / Meetings That Matter

People I Need to Follow Up With

What I Need to Delegate

What I Need to Stop Doing

TOOL 04 / WEEKLY EXECUTION

Weekly execution: *review*

WEEK OF _____

Progress at Beginning of Week	_____ %	At End of Week	_____ %

Use the same measure each week: completed milestones ÷ total milestones, or completed units ÷ target units.

☐ **GREEN — ON TRACK**
The next milestone is on schedule.

☐ **YELLOW — AT RISK**
A blocker threatens it.

☐ **RED — OFF TRACK**
A required milestone is missed or the finish deadline is threatened.

What did I finish?

What moved forward?

What did I avoid?

What slowed me down?

What must happen next week?

What lesson should I carry forward?

05

The Priority Eliminator

THE PRINCIPLE

Everything important cannot be equally important *at the same time.*

YOUR PURPOSE

Evaluate competing commitments against the finish you have chosen.

PUT IT TO WORK

Score one commitment per copy. Use the total to compare commitments; then make a decision based on alignment, timing, and capacity. A high score does not mean you must personally own it.

My focus as I begin this tool:

TOOL 05 / THE PRIORITY ELIMINATOR

The priority *test.*

COMMITMENT _____

Score 1–5: 1 = low relevance or consequence; 3 = moderate; 5 = essential or major consequence. Use your One Big Finish as the reference point.

CRITERION	WHAT I AM EVALUATING	SCORE 1–5
Alignment	Supports my One Big Finish.	1 2 3 4 5
Urgency	Requires action before December 31.	1 2 3 4 5
Impact	Produces a meaningful result.	1 2 3 4 5
Revenue / Resource Impact	Protects or creates needed resources.	1 2 3 4 5
People Impact	Benefits people I am responsible to serve.	1 2 3 4 5
Strategic Importance	Advances the vision beyond this quarter.	1 2 3 4 5
Cost of Delay	Waiting creates a real consequence.	1 2 3 4 5
	TOTAL	_____ / 35

What does this score reveal about my current priorities?

TOOL 05 / THE PRIORITY ELIMINATOR

Make the priority *decision.*

COMMITMENT

Does this require ME?

Does this require me NOW?

What happens if this waits?

What happens if this disappears completely?

Is this an assignment or merely an opportunity?

Am I doing this because it matters or because I hate saying no?

FINAL DECISION

- ☐ KEEP
- ☐ DELEGATE
- ☐ DEFER
- ☐ DELETE

My next step / owner / date:

06

The Delegation Worksheet

THE PRINCIPLE

Just because it is your vision does not mean every task is *your assignment.*

YOUR PURPOSE

Transfer clear ownership so meaningful work moves without your constant involvement.

PUT IT TO WORK

Complete a worksheet for each handoff. Review the outcome, owner, authority, deadline, and checkpoint with the person who will own the assignment.

My focus as I begin this tool:

TOOL 06 / THE DELEGATION WORKSHEET

Design the *handoff.*

What needs to be done?

Who could own this?

Why are they the right person?

What does success look like?

What authority do they have?

What resources do they need?

When is it due? / When will we check in?

TOOL 06 / MAKE THE HANDOFF SPECIFIC ENOUGH TO EXECUTE.

Ownership *agreement.*

OUTCOME What needs to happen?	
OWNER Who owns it?	
AUTHORITY What can they decide without me?	
DEADLINE When is it due?	
CHECKPOINT When will we review progress?	

What am I currently doing that someone else could do at least 80% as well as I can?

☐ **Owner understands the outcome, authority, resources, and due date.**

07

Finish / Delegate / Delay / Delete Matrix

THE PRINCIPLE

Not everything unfinished *deserves to be finished.*

YOUR PURPOSE

Give every unfinished item a deliberate destination.

PUT IT TO WORK

Transfer items from your audit into the four quadrants. Add an owner to delegated items and a revisit date to delayed items. DEFER in Tool 5 means DELAY here.

My focus as I begin this tool:

TOOL 07 / FINISH / DELEGATE / DELAY / DELETE MATRIX

Give every item a *destination.*

FINISH

It matters, it aligns, and it needs completion now.

DELEGATE + OWNER

It matters, but I am not required to personally execute it.

DELAY + REVISIT DATE

It matters, but this is not its season.

~~DELETE~~

It no longer deserves time, money, attention, or emotional energy.

TOOL 07 / TURN RELEASE INTO RESTORED EXECUTION CAPACITY.

What the matrix *revealed.*

What became obvious once I saw everything together?

What am I relieved to release?

What have I been carrying unnecessarily?

What deserves more attention now that I have eliminated distractions?

08

Daily Execution Planner

THE PRINCIPLE

One meaningful win today *moves your finish closer.*

YOUR PURPOSE

Make today serve the vision you committed to complete before December 31.

PUT IT TO WORK

Print both daily pages as needed. Choose a result you can complete today. Review the day before moving tasks to tomorrow; do not automatically carry every task forward.

My focus as I begin this tool:

TOOL 08 / PRINT BOTH DAILY PAGES AS NEEDED

Daily execution: *plan*

DATE _____ ONE BIG FINISH _____

TODAY'S BIG WIN

If nothing else gets done today, this must happen:

TOP THREE

1.

2.

3.

Time-Sensitive Tasks

People I Need to Contact

What I Can Delegate Today

TOOL 08 / DAILY EXECUTION

Daily execution: *review*

DATE _____

WHAT I WILL SAY NO TO TODAY

DISTRACTION TO WATCH

End-of-day *review*

What did I finish?

What remains?

What gets moved? (Give it a new date or decision.)

What did I learn?

Did today move my One Big Finish forward? ☐ Yes ☐ No

09

Calendar Blocking Template

THE PRINCIPLE

If your vision never reaches your calendar, *it is still imagination.*

YOUR PURPOSE

Protect time for the finish before the week fills with other demands.

PUT IT TO WORK

Complete the capacity plan, then block Monday through Sunday. Label each block with its type and result. Leave MARGIN. Use custom times if your work or ministry rhythm differs.

My focus as I begin this tool:

TOOL 09 / CALENDAR BLOCKING TEMPLATE

Calendar *capacity plan.*

WEEK OF _____

BUILD — focused execution
MEET — people / meetings
MANAGE — administrative work
MARGIN — interruptions / recovery
REST — protected recovery

NON-NEGOTIABLES

DEEP WORK

MEETINGS

FAMILY / PERSONAL

REST

ADMINISTRATIVE WORK

One Big Finish work (name the result and total protected hours)

TOOL 09 / WRITE BLOCK TYPE + INTENDED RESULT.

Weekly calendar: *Mon–Thu*

WEEK OF _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
6–8 AM				
8–10 AM				
10–12 PM				
12–2 PM				
2–4 PM				
4–6 PM				
6–8 PM				
8–10 PM				

CALENDAR REALITY CHECK

How many hours did I actually protect for my One Big Finish?

What is consuming time without producing meaningful results?

TOOL 09 / WRITE BLOCK TYPE + INTENDED RESULT.

Weekly calendar: *Fri–Sun*

WEEK OF _____

TIME	FRIDAY	SATURDAY	SUNDAY
6–8 AM			
8–10 AM			
10–12 PM			
12–2 PM			
2–4 PM			
4–6 PM			
6–8 PM			
8–10 PM			

CALENDAR REALITY CHECK

Where am I overcommitted?

What needs to come off my calendar?

10

The Finisher's Checklist

THE PRINCIPLE

A meaningful finish deserves *evidence,* not just intention.

YOUR PURPOSE

Verify that your vision has moved from clarity to completion.

PUT IT TO WORK

Review this checklist before execution and at the finish line. Under FINISH, check the completion action that applies to your goal; mark others N/A. Celebrate and capture the lesson.

My focus as I begin this tool:

TOOL 10 / THE FINISHER'S CHECKLIST

The Finisher's *Checklist*

ONE BIG FINISH

CLARITY

- [ ] I know my One Big Finish.
- [ ] I have clearly defined DONE.
- [ ] I know why it matters.
- [ ] I have a deadline.

PLAN

- [ ] I reverse engineered the goal.
- [ ] I identified major milestones.
- [ ] I created weekly deliverables.
- [ ] I identified required resources.
- [ ] I identified potential obstacles.

ACCOUNTABILITY

- [ ] Someone knows what I committed to finish.
- [ ] I have weekly measurements.
- [ ] I know what Green, Yellow, and Red mean.
- [ ] I have a recovery plan if I fall behind.

PRIORITIES

- [ ] I eliminated competing priorities.
- [ ] I identified what to delegate.
- [ ] I identified what to delay.
- [ ] I identified what to delete.

CALENDAR

- [ ] Execution time is blocked.
- [ ] Deadlines are scheduled.
- [ ] Important meetings are scheduled.
- [ ] Follow-up time is scheduled.

FINISH

- [ ] I shipped it.
- [ ] I launched it.
- [ ] I submitted it.
- [ ] I completed it.
- [ ] I celebrated it.
- [ ] I documented what I learned.

My recovery plan: ***If I fall behind, I will...***

THE DECLARATION

I will not carry into 2027 what I have the capacity, clarity, and opportunity to *finish in 2026.*

The year isn't over.

Finish *strong.*

MY SIGNATURE

DATE