3 Weekly scorecard

Numbers, not feelings, run the weekly meeting.

BUSINESS _____ PREPARED BY _____ DATE _____

Weekly numbers, reviewed in the weekly meeting. Keep at most 10 to 15 measures; each has one named owner and a target. Red means below target: add it to the issues list.

Measure	Owner	Target	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13
e.g. New qualified leads	*Sales*	*25*													

SUGGESTED STARTER MEASURES

Qualified leads · quotations sent · quotation win rate · jobs delivered on time · defects or complaints · invoices issued · cash collected · overdue receivables (RM) · closing cash · gross margin %

PHOTOCOPY FOR USE IN YOUR OWN BUSINESS