### **Categories and Plays**

# Category 1

- Skill / play 1
- Skill / play 2
- Skill / play 3
- Skill / play 4
- Skill / play 5

# Category 2

- Skill / play 1
- Skill / play 2
- Skill / play 3
- Skill / play 4
- Skill / play 5

## Category 3

- Skill / play 1
- Skill / play 2
- Skill / play 3
- Skill / play 4
- Skill / play 5

# Category 4

- Skill / play 1
- Skill / play 2
- Skill / play 3
- Skill / play 4
- Skill / play 5

## **Example: Time Management Category**

- Schedule your priorities do not prioritize your schedule. Covey 7 Habits
- Most meaningful work 1st, leave reactive 4 later (focus when fresh)
- You can do anything, but not everything David Allen
- Schedule 30 minutes on Sunday to plan you calendar each week
- Pick 3 things daily you wish to accomplish. Filter out the rest. Ben Franklin

#### **Tips and Key Stat Section**

A section dedicated to sharing key insights, tips, or performance stats relevant to your business or the specific area you're focused on improving.

## **Open Section**

# Some clients put the following in this section:

- Key messages they want to communicate to their company or team
- Their ethos or core values
- Names of direct reports, customers, clients with short bios or blurbs to help them better communicate or connect with those people

#### **Scorecard Section**

# Clients often place their scorecard or dashboard here for quick access to key metric



Total Revenue Last 24 Months	Profit
and the second s	\$413,783 🛦 87%
.11.11	Expenses
JEMAMIJASONDJEMAMIJASON	\$224,449 \$23%

Sector	Total Sales	vs. Target	vs. Last Year
Technology	\$3,142,881	▲ \$340.5K (3%)	\$2,451,447 (28%)
Healthcare	51,244,384	▲ \$201.2K (12%)	▲ \$895,956 (39%)
Engineering	\$1,000,113	▼ \$387.9K (29%)	▲ 5710,080 (41%)
Finanical	\$680,045	▲ \$330.3K (\$0%)	▲ \$442,000 (54%)
Legal	\$339,455	▼ \$25.4K (3%)	▼ \$363,211 (-7%)
Telecom	5124,309	▼ \$24.4K (3%)	¥ \$134,244 (-7%)
Manufacturing	\$87,513	▲ \$47.8K (45%)	A \$54,338 (40%)