

The Priority Scoreboard

Five priorities or fewer · one owner each · five minutes per owner, once a week

WEEK OF _____

TEAM _____

DATE _____

Update it, do not rebuild it. One name per row, never a team or a department.

STATUS IS ONE OF THREE WORDS, NOTHING ELSE

On track · At risk · Behind. Agree what each one means, in one sentence per priority, before the first update is due. Otherwise status becomes a mood, and every owner grades their own homework the same way.

THIS WEEK'S SHEET

PRIORITY	OWNER	STATUS	THIS WEEK'S UPDATE	NEXT MILESTONE

Where it lives: a shared doc, a whiteboard, a spreadsheet. It does not matter which. What matters is that every leader can read it in two minutes without asking anyone where it is. A scoreboard that is easy to hide from is a scoreboard no one uses.

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One tool. Every Tuesday.

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