



## Five and One Strategy

### Monthly

Every month at the last management meeting set 5 and 1 goals. These are the 5 most important objectives to accomplish in the next month and, the one most important objective. **It is critical that there is only one most important.**

Specific Goal:

Measurement:

Action Items:

Timeline:

Accountability:

### Weekly

Every week they have a 1-hour (only) management meeting with this agenda: 5 minutes - one of good news personally and professionally for each person in the room

10 minutes - review of the critical numbers for the group

10 minutes - review of information about customers and employees

30 minutes - in depth discussion on a topic germane to completing the 5 and 1 goals

### Daily

Every day they have a 15-minute huddle that starts with the partners and continues down through all employees. The agenda for every huddle is:

5 minutes - what's up today, what's going on,

5 minutes - daily review of key numbers

5 minutes - each person identifies where they are "stuck"

The meeting is not used to get them unstuck; they go off-line for that; stating this helps to keep things moving.

### Quarterly

Every quarter they spend 1 days off site as a management team to discuss how things have been going and set the 5 and 1 goals for the quarter.

### Annually

During the 4th quarter of each year, spend 3 days off site as a management team to set the 5 and 1 goals for the year after reviewing the 3-5 year goals.

### Very Long Term

This process is supported by a company mission, vision, core values and 5 long term priorities with the one most important identified.

NOTES: