WORKSHEET + WORKED EXAMPLE

Keep One Important Goal Moving

A focused goal, an influenceable action, a small scoreboard, and a weekly commitment.

25 minutes | 4 Disciplines of Execution informed

Use it in three moves

1. Choose one goal and a clear finish line. Check that the team can influence it and has capacity to work on it.

2. Choose a repeatable action that might move the outcome. Keep a small scoreboard that separates the action from the result.

3. Meet briefly to learn from the evidence and make the next commitment. Remove a competing demand when the week is already full.

Focus · Choose the important goal

Define a result, baseline, target, and date with the team. Keep ordinary responsibilities visible.

Lead measure · Choose an action you can influence

Explain why it may affect the outcome. Do not confuse activity with a guaranteed cause.

Scoreboard · Make the signal understandable

Show the outcome and action measure, plus quality or workload counterchecks. Avoid individual rankings.

Keep One Important Goal Moving

YOUR WORKING NOTES / CONTINUED

Accountability · Agree a short weekly review

Ask what happened to prior commitments, what the evidence says, and what each person can commit to next.

Resource the commitment

What authority, access, or work reduction makes it possible?

Change the action if the link is weak

When will you revise the measure or goal? Do not keep a ritual merely because it is counted.

A question for me

Are we counting effort because it is easy to count, or because it helps the outcome?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

Focus · Choose the important goal

Reduce unresolved access requests older than five days from 18 to 6 by month end, without increasing repeat problems.

Lead measure · Choose an action you can influence

Review blocked requests with the access owner twice weekly. Test whether this resolves the actual bottleneck.

Scoreboard · Make the signal understandable

Weekly: aged requests, reviews held, reopened cases, and time spent. Mark missing data rather than inventing it.

Accountability · Agree a short weekly review

Monday, 15 minutes: review the board, surface barriers, and agree no more than one new commitment per owner.

Resource the commitment

The lead protects the review slot and escalates permissions that the coordinator cannot resolve.

Change the action if the link is weak

After two weeks, check whether the reviews changed resolution time. If not, investigate the upstream permission delay.

The thinking behind it

An agreement is only credible if people have the means to keep it. Review the support you supplied alongside the commitment they made.

FranklinCovey's 4 Disciplines of Execution names focus, lead measures, a visible scoreboard, and a cadence of accountability. This original starter worksheet uses those ideas with workload and quality checks; it is not the licensed 4DX training system or an execution score.

FranklinCovey · Four disciplines

Read You Have a Culture Problem by Nic Payne