

4 STEPS TO CLARITY

Manufacturing is hard: You are busier than a 1-armed paper hanger, but you aren't sure anything is getting better. Your performance indicators bounce up and down without much rhyme, reason or rhythm. Your team is worn out and frustrated, and most days you leave feeling worn out, but nothing is fundamentally different than it was yesterday. Your team is "busy", but it isn't Productive! Our 4 Steps to Clarity will plant you firmly on the road to Running to your Potential.

Step 1 of our GSD system is to create "Blinding Clarity" on what needs to be done!

1 LIST CURRENT PROJECTS

List out all your current "active projects." Active is defined as a project that you or someone is supposed to be working on that is taking time away from your daily production activities.

- Project Title
- Who is the project "owner"
- Is there a timeline/deadline for the project?
- How long has the project been on-going?

RICE EXAMPLES

Project A:

Reach = 3 (medium amount of people helped)
Impact = 5 (significant Impact)
Confidence = 1 (it has been on-going for a while)
Effort = 5 (we haven't figured it out yet, and it has taken a while).

$$3 \times 5 \times 1 = 15 / 5 = 3$$

Project B:

Reach = 4 helps a lot of people
Impact = 5 has significant impact
Confidence = 4 very confident we can get it done
Effort = 3 it's straightforward to complete.

$$5 \times 5 \times 4 = 80 / 3 = 26.6$$

Project B should be a higher priority than Project A.

Pro Tip! Do this together with your project owners to increase buy-in!



2 RATE - RICE METHOD

For each project, utilize the RICE method to determine the real "value and cost" of the project:

$$\frac{\text{Reach} \times \text{Impact} \times \text{Confidence}}{\text{Effort}}$$

- Reach – how many people will it affect when the project is complete?
- Impact – how much will it help if completed?
- Confidence – how sure you are that it will have the impact and be completed?
- Effort – how hard will it be to complete?

For each item, use a 1 – 5 scale where 5 is very high and 1 is very low.



3 RANK

Using the example to the left, rank out all of your projects to determine which will have the greatest "value".

4 FOCUS

Redploy your team accordingly and start executing with Hyper Focus on results!



When new ideas and projects show up, don't realign your priorities, and for heaven's sake don't add them to your project list. Put them on a future list to work on later, after you've scored them as these above.

As you focus your resources on the precious few and not the trivial many, you'll start getting more things done - faster!

If you want some help, email me and we can have a quick call. Beau@tes.run

For more tips and tricks, visit www.tes.run