

RUN YOUR CONTRACTING BUSINESS WITH
LESS STRESS AND MORE SUCCESSSM

THE 7-POWER CONTRACTORSM

BONUS MATERIALS

Top 5 White Board (Samples)

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The Top Five Whiteboard

Step 1: Create a chart on paper with three columns across the top:

- *Column One:* What we need. This is where you define exactly what it is you need. The top five item.
- *Column Two:* Why we need it. This is where you justify the importance of doing this project.
- *Column Three:* Status. This is a way to track the progress and feedback on the project's priority.

Step 2: Post this matrix on a whiteboard, where everyone in the company will see it. Posting the list in a prominent place leads to a higher level of accountability and ownership.

Rolling out the Top Five Whiteboard

Below is the template my clients use for rolling out their top five whiteboard:

- *Step One:* Hang the whiteboard in a prominent place where everyone will see it each day.
- *Step Two:* Call the whole team together to let them know what this board is all about. Company owners and top management should be smiling and exuding excitement as they greet the staff. Then you (the owner) need to say something like this: "We know in the past we've rolled out programs too fast, without enough thinking behind them and without enough of your input. For that, I hope you will accept our heartfelt apologies. What you see on this whiteboard are the company's top five projects. It was a hard process to choose just five. But the key thing for you to know is that we as owners and managers are committed to having us as a team working on the right thing, at the right time, in the right way. And that's why we're all excited to be here with you today to share the great news!"
- *Step Three:* You and your team then need to start spending a part of each week working on your top five priorities, *so they get done!*

It's called working on the right things, at the right time, in the right way. And it works.

Start building your own big list of all the projects that you and your company need to complete, and work on advancing the items on your top five list each week. Then watch how fast your company gets better!

Three examples of Top 5 White Boards appear below.

Top 5 Board

What it is We Need	Why we Need it...	Status of Project
-Marketing Power- ONLINE MARKETING	Getting the type of calls we need, from the people we need to call us, when we need them to call us.	2 NEWSLETTER OUT BY 3.16.15 + 2 related e-blasts 3M POSTS 5XWK BY 3.31.15 JEFF/COURTNEY
Marketing Power PRINT ADS	Getting the type of calls we need, from the people we need to call us, when we need them to call us.	SUPPUMP SPECIAL POSTCARD 3 X by 3.31.15 FIRST BY 3.13.15 - NEXT UP AC SPECIAL! JEFF/AARON
Boosting BIG ticket sales	To grow business and create opportunities for career advancement and everyone make more money!	FULLY TRAINED & READY TO GO W/ ONE STEP SALES & LIGHT SIFT HEAT LOSS SW BY 5.1.15 JEFF/MIKE
Service Sales Going - GREEN -	To produce the needed profits so we can purchase items that will help us serve our customers the way they deserve to be served.	ATJT Class starts 3.17.15 DEREK/ALE
Put TECHNOLOGY to WORK!	So we can be more EFFICIENT to better serve our customers!	2 TABLET w TEST PILOTS BY 6.30.15 DEREK/JIM

TOP 5 PROJECTS

What it is we Need	Why We Need it	Status of Project.
Customizing Operating Power	Define in writing the way we do our work to best serve the customer, the company and the staff.	MANUALS ARE ALMOST READY FOR ROLLOUT 😊!
New Computer Software Solutions & Training	We Want Software that Maximizes technology & Promotes Productivity as work flows from start to finish.	One more chat w/ the Manit Canada team in Edmonton.
ADDING DOORS TO THE PAINT ROOM	The Quality of Work Improves	Looking on schedule to complete June 1st
Begin Recruiting Production Apprentice who is trained for Driver	Keep Everyone in the shop to maximize skills & equipment on the Production floor	Job AD. is created ready to search for recruits
Create More templates for Proposals.	Common Design Work will be already started rather than creating from scratch everytime	All set! over a number of templates to start with.

TOP FIVE #1 BOARD

WHAT IT IS WE NEED	WHY WE NEED IT	STATUS OF PROJECT
CUSTOMIZING OPERATING POWER	WE WANT AND NEED A WAY TO DO ONE TASK CONSISTENTLY IN A WAY THAT BEST SERVES THE CUSTOMER, THE COMPANY AND THE STAFF	ONGOING
STAFFING POWER	TO PROMOTE TRAINING AND OPPORTUNITIES FOR ADVANCEMENT	CONSTRUCTION 95% COMPLETION 50% 2/18 STARTING 3 RD WE COVER
SERVICE TECH DISPATCH FROM HOME	<ul style="list-style-type: none"> INCREASED CUSTOMER SERVICE EXPANDED HOURS OF PERFORMANCE INCREASED COST EFFICIENCY INCREASED FUEL EFFICIENCY 	OVERCOMING OBJECTIONS TO CONCEPT
SALES POWER	TO ADDRESS COMPANY SALES AND PROVIDE TRAINING FOR LEADS	AL ARRIVES 1/18 FOR PART I
FINANCIAL BUDGET	CONTINUED ANALYSIS OF FINANCIAL OPERATIONS FOR FUTURE REWARD PROGRAMS	ONGOING MARKET ON-SITE BY ELLEN