

## ACTION ITEM

## 2. 4 DISCIPLINES OF EXECUTION® PROCESS

**PURPOSE**

Implement the 4 Disciplines of Execution with your team to achieve your Wildly Important Goals®.

**TIME**

60–120 minutes

**INSTRUCTIONS**

1. Discipline 1: Focus on the Wildly Important
  - Ratify your WIG® with the team.
  - See Card 2.
2. Discipline 2: Act on the Lead Measures
  - Engage your team to finalize the lead measures.
  - See Card 3.
3. Discipline 3: Keep a Compelling Scoreboard
  - Have the team create and maintain a scoreboard.
  - See Card 4.
4. Discipline 4: Create a Cadence of Accountability
  - Hold weekly WIG Sessions.
  - See Card 5.



Watch the video *Store 334* with your team.

- How could focusing on what is important help our team execute more consistently?

# Discipline 1: Focus on the Wildly Important

## RATIFY YOUR WIG® WITH THE TEAM

### INSTRUCTIONS

1. Explain the purpose of a Wildly Important Goal: To narrow your focus and achieve what's most important.
2. Share your draft team WIG.
3. Explain your thinking on why this is the right WIG.
4. Take clarifying questions and comments.
5. Make sure everyone is on the same page.
6. Write your WIG in the “From X to Y by When” format.



Watch the video *Discipline 1: Focus on the Wildly Important*.

- What is wildly important to our team?

## Discipline 2: Act on the Lead Measures

ENGAGE YOUR TEAM TO FINALIZE THE LEAD MEASURES

### INSTRUCTIONS

1. Explain the concept of lead measures: They are the predictive and influenceable behaviors and activities that lead to goal achievement.
2. Share the draft lead measures and why you believe they are the right ones. Ask for feedback and input.
3. Engage your team in a discussion to test your lead measures (see Card 3). Ask:
  - Is it predictive of WIG success?
  - Can it be influenced by the team?
  - Is it a chronically inconsistent behavior or activity?

	PREDICTIVE	INFLUENCEABLE	CHRONICALLY INCONSISTENT
Lead Measure 1			
Lead Measure 2			

4. If a lead measure doesn't pass this test, go back to the Discipline 2 tools and choose another.
5. Identify how your team will gather lead-measure data.



Watch the video *Discipline 2: Act on the Lead Measures*.

- What are one or two lead measures that would help us achieve our WIG?

**SUGGESTED COLLABORATION METHOD:  
FLIP CHART/ WHITEBOARD OR GOOGLE DOCS**

# Discipline 3: Keep a Compelling Scoreboard

HAVE YOUR TEAM CREATE AND MAINTAIN A SCOREBOARD

## INSTRUCTIONS

1. Share the principles of keeping a scoreboard: People play differently when they are keeping score.
2. Invite the team to create a scoreboard, using the guidelines on Card 4.
3. Ask for volunteers to build and maintain the scoreboard.
4. Post it where the team can see it every day.



Watch the video *Discipline 3: Keep a Compelling Scoreboard*.

- How will a scoreboard help us execute our WIG?

## TIPS:

- If your team is big enough, split them into smaller groups and have each group create a scoreboard.
- Then, using the “Discipline 3” card (4), invite groups to present their scoreboards and assess whether they meet the “compelling scoreboard” rules.
- Have fun!

# Discipline 4: Create a Cadence of Accountability

HOLD WEEKLY WIG SESSIONS

## INSTRUCTIONS

1. Explain the purpose of WIG Sessions: To create team accountability.
2. Describe the WIG Session process to your team (see Card 5). Emphasize that WIG Sessions are the key to team execution.
3. Schedule the WIG Session for the same time every week, if possible. These meetings can be short, and should *only* be about the WIG.
4. Follow the WIG Session steps. Remember, weekly commitments come from the team members, not from you!



Watch the video *Discipline 4: Create a Cadence of Accountability*.

- How will we implement WIG Sessions with our team?

TEAM MEMBERS	LEADERS
<ol style="list-style-type: none"> <li>1. Report on last week's commitments.</li> <li>2. Review and update the scoreboard.</li> <li>3. Make commitments for next week.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review the scoreboard.</li> <li>2. Clear the path.</li> <li>3. Recognize performance.</li> </ol>