

TEAM SCOREBOARD

Monitoring results the easy way

To create a team scoreboard, the team needs to select a particular goal, set objectives to determine how progress toward that goal will be measured, and then regularly check in and evaluate how they are doing.

SIMPLE MEASUREMENT

Green: things are going well; progress is being made
Yellow: something is slowing progress; look into this further
Red: there's a problem here; need to stop and investigate what's going on
Blue: the goal is no longer relevant



GREEN



YELLOW



RED



BLUE

1

REVIEW BEST TIME TO REVIEW

The primary time when a team needs to review and discuss progress in achieving its goals is during regular team meetings.

At each meeting, review and rate—blue, red, yellow, or green—each goal on the scoreboard.

2

RATE EACH GOAL

3

CHANGE MEETING FOCUS

You can then use this information to decide how to refocus the meeting on what's important. Red items probably require more attention, and green and blue items require less or none.

Sample Scoreboard

Goal(s)	Progress

4

SAMPLE SCOREBOARD

5

POST SCOREBOARD

Post the Scoreboard on Slack or Microsoft Teams so that it is readily visible to every team member, every day, helping members stay focused on the results you are all trying to achieve.

