

Coaching Guide – Weekly Focus Scoreboard Review

This guide helps leaders or coaches facilitate effective conversations around the Weekly Focus Scorecard. The goal is to reinforce focus behavior, identify bottlenecks, and support improvement—without micromanaging.

1. Before the Conversation

- Review the team member's Focus Scorecard.
- Note any patterns: strong days, weak days, or consistent dips in focus.
- Identify if a Peak Leak™ is influencing the scores.

2. Conversation Flow

Start with an open tone. The review should be supportive and developmental.

Ask:

- • What worked well this week in maintaining focus?
- • What made focus difficult?
- • Which distractions or Peak Leaks™ showed up?
- • What could help increase focus next week?

3. Use the Formula to Frame Insights

Discuss where the biggest drop occurred: Time, Energy, or Execution?

Use the Peak Focused Productivity Formula™ to guide performance conversations:
 $(\text{Time} \times \% \text{Focus}) \times (\text{Energy} \times \% \text{Focus}) \times (\text{Execution} \times \% \text{Focus}) = \text{Productivity Points}$

4. Agree on a Focus Shift

- Choose one small adjustment to test next week (e.g., reduce notifications, batch email, etc.)
- Log the change and review progress in the next session.