LEVEL		FOCUS	ELEMENT	Keys to Consider	
PAST	1	WHAT	**ACTUAL**	**Capture ASAP (or too late!)**	Just Start Tracking
				By the person doing the work	
				Easy to capture…Auto vs Manual (Pros/Cons)	
	2	WHERE	**TARGET**	**Updated Regularly and Celebrate**	What does Excellence look like?
				Everyone aware, aligned, allied	
				Optimized to Motivate	
	3	WHY	**DELTA**	**Review ASAP (or too late!)**	Losses are the common Enemy
				By the person doing the work	
				Relentless Pursuit of Root Cause	
NOW	4	HOW	**PLAN TASKS**	**Fast Feet - take first few actions ASAP**	Better to Steal from others than Recreate yourself
				Make tasks highly visible - review often	
				Think Futuristic -> Plan Realistic	
		WHO	**OWNER TEAM**	**Be specific - avoid "TBD" - use names of individuals**	Somebody has to do it
				Offer support - Sponsor/Join a Team	
				Feed the Horse - acknowledge people who step up	
		WHEN	**KEY DATES**	**Focus on "Next Update" instead of "Due Date"**	Frequent Updates and Course Corrections
				It's ok to push….sometimes	
				Use dates to communicate priority	