WHEN

AN ENTREPRENEUR'S PLAYBOOK

FOR TAKING YOUR BUSINESS

15

TO THE NEXT LEVEL

DEANGUIDA CANGUIDA

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GRIT

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TO THE NEXT LEVEL

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First Edition

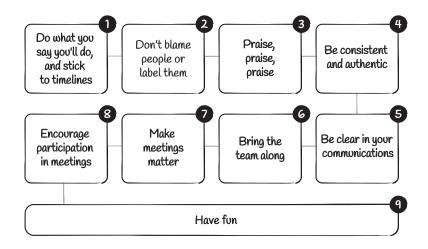


Figure 2.1. Nine key behaviors that create trust among people and teams

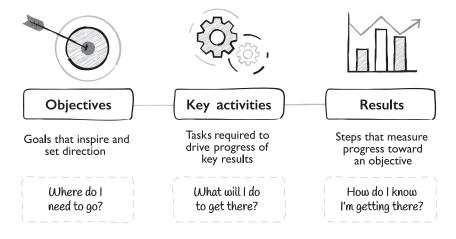


Figure 3.1. The OKR framework

Our Slingshot BHAG is to have



Figure 3.2. Slingshot BHAG



Figure 3.3. Ways the key results directly support the objective of creating an awesome customer experience

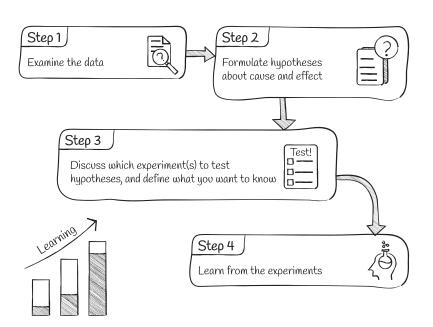


Figure 4.1. The scientific method for business

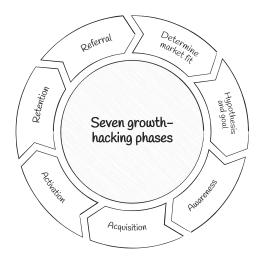


Figure 4.2. The Infragistics seven growth-hacking phases

Intensive users of customer analytics are



Figure 5.1. Statistics on intensive users of customer analytics

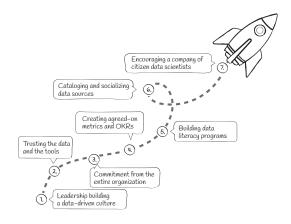


Figure 5.2. Seven steps to mastering a data-filled world

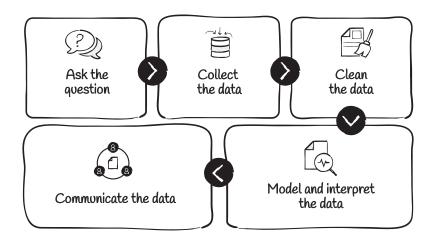


Figure 5.3. The five phases of data analysis

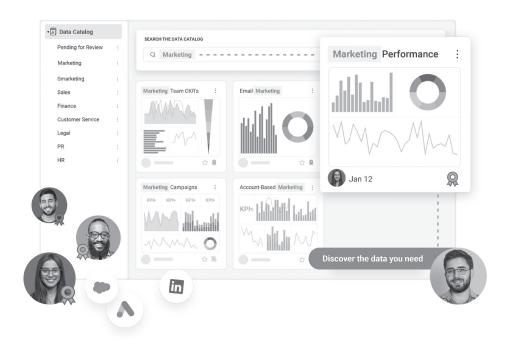


Figure 5.4. Slingshot Data Catalog enables everyday business users to easily see what data their organization possesses, to access and analyze it the moment they need it, and to use it to guide informed business decisions.



Figure 5.5. An example of how Slingshot enables users to discover data through the Data Catalog, visualize it, create a discussion around seeking insight, and create a task or work back plan to take action from that insight

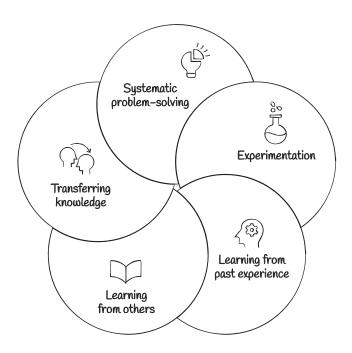


Figure 6.1. Five key practices for building a learning organization

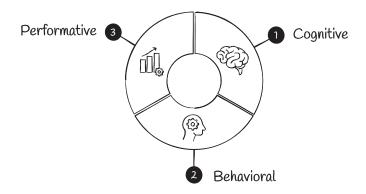


Figure 6.2. The three stages of a learning organization

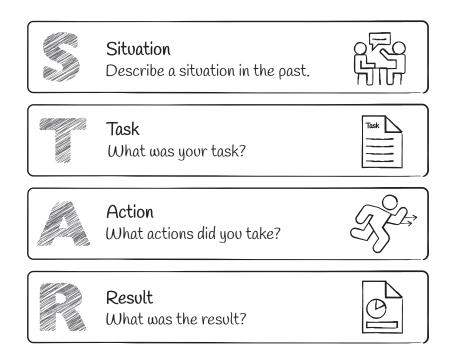


Figure 8.1. The STAR method

Table 8.1. 30/60/90-day plan

EMPLOYEE NAME									
MANAGER/TL									
	SUGGESTED ACTION PLAN								
OVERVIEW	ITEM	SPECIFICS							
In your first 30 days, you will	Learn the basics of Infragistics business processes and how the systems are used in it	Go through the complete process of trialing a product; purchasing the product; assigning users; submitting support cases; renewing the product; processing an opportunity, quote, and order; and fulfilling an order							
	Set up development environment	Set up main websites, IS cloud services, customer portal to run locally							
	Learn the IS/web systems architecture and applications/related technologies	Attend meetings with team to gain knowledge							
		Review documents available							
		Get familiar with the architecture of customer portal and IS cloud services							
	Get familiar with Angular	Work with the customer portal to learn working with an Angular application							
	Get familiar with newer technologies	Get familiar with basics of Azure Service Fabric and IdentityServer							
	Get familiar with team processes	Get familiar with sprint planning, scrum, Azure dev ops process, ISRequests, etc. used within the team							
	Deep-dive into IS business processes	Deep-dive into IS business processes, subscriptions, the different aspects of IS apps, Salesforce							
	Contribute to sprint and support	Resolve at least 3 support requests and 3 sprint tasks							
Your next 30 days will focus on	Deep-dive into systems	Deep-dive into main website, customer portal, IS services, and Salesforce CRM							
	Begin contributing to IS projects	Complete at least 10 sprint tasks							
	Continuing contribution to sprint and support	Handle at least 5 support requests and 5 sprint tasks							
In your next 30 days, you should	Fully contribute to projects	Be a full-time member of IS/web sprints and contribute to major projects under guidance from senior members							

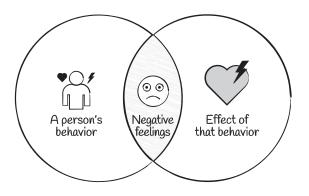


Figure 9.1. Factors that contribute to tough conversations

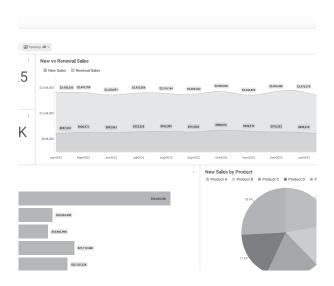


Figure 11.1. The impact of employee engagement on sales, profit, and productivity



Figure 11.2. Steps for an effective coaching process

What do you believe are your biggest opportunities to improve that could make a real difference? Please select up to 3. APPROACHABLE: Being easy to approach and talk LISTENING: Listening and allowing others sufficient openly to time and opportunity to speak ORGANIZED: Prioritizing work and managing my time CARING: Demonstrating that I genuinely care about others well; balancing my schedule OWNERSHIP: Being accountable; taking the lead and COLLABORATING: Working well with a range of people showing ownership of issues from across the business COMMUNICATION: Communicating information, ideas, PROBLEM-SOLVING: Providing practical solutions to and concepts clearly problems; being analytical FOCUS: Focusing my efforts wisely; strategically choosing where I spend my time PRODUCTIVE: Producing high-quality work (in the context of time constraints) GETTING FEEDBACK: Actively seeking and responding RESILIENCE: Remaining composed and productive positively to thoughtful feedback under pressure/stress

Figure 11.3. An example of the questionnaire to help the employee self-reflect on areas for improvement

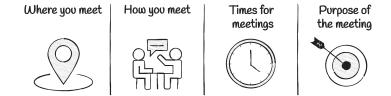


Figure 12.1. Dimensions of effective meetings



Figure 12.2. Meeting roles

Strategic plan									
Marketing OKRs		Sales OKRs		develo	duct opment KRs				
Action plan	Action plan	Action plan	Action plan	Action plan	Action plan	Action plan	Action plan		

Figure 13.1. Action plan OKRs are derived from higher-level strategic planning.

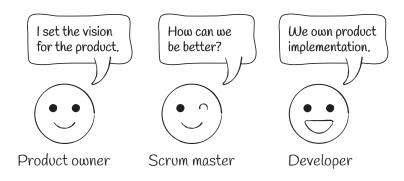


Figure 13.2. Key players in a high-performing scrum team

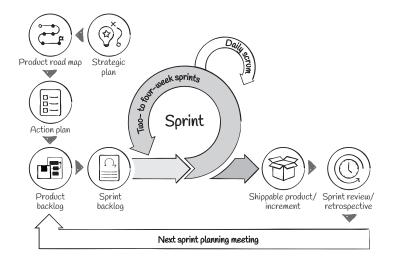


Figure 13.3. From strategic planning to sprint backlog to shipping product

Table 13.1. Agile business roles and software scrum roles

SOFTWARE SCRUM	AGILE BUSINESS	AGILE BUSINESS ROLE						
Product owner Director/manager		Owns the OKRs for their department/team, fully in sync and aligned with upper management on strategic vision and strategic plan						
Scrum master Team lead		Reports to director/manager of department, owns key deliverables from the action plans and creates backlogs/project plans for the team members						
Development team member	Team member	Executes the backlog/project plan with other cross-functional team members						

Table 13.2. Examples of an organization's RoB meetings

MEETING NAME	ETING NAME FREQUENCY PURPOSE		PARTICIPANTS	LENGTH		
Check-in	Daily	Check-in: What did you accomplish yesterday? What is on tap for today?	Departmental	< 15 minutes		
Executive team meeting	Weekly	Executive personal/business check-in Sales review Discuss key topics	Executive team	120 minutes		
Department status meeting	Weekly	OKR review Break logjams Identify and mitigate risks Information and insights	Department members, led by manager/team lead	60 minutes		
Sales forecast meeting	Weekly	Review quarter-to-date and month-to-date sales Review of next quarter forecast Highlight outliers (big deals, lost deals, deals in progress)	Sales VP and regional sales directors	60 minutes		
One-to-one	Biweekly or monthly	Discuss issues Agenda set by direct report	Manager and direct report	60 minutes		
GTM review	Monthly	This is a deep-dive reporting and analytics meeting on OKR status; critical in the RoB process Sales OKR update Marketing OKR update OKR review/insights Review marketing spend Update plans/OKRs as necessary	Executives, department heads, and team leads per division	90/120 minutes		
Board meeting	Quarterly	OKR reviews across all departments Issue processing per agenda	Board of directors, CEO, and key execu- tives as needed	6 hours		

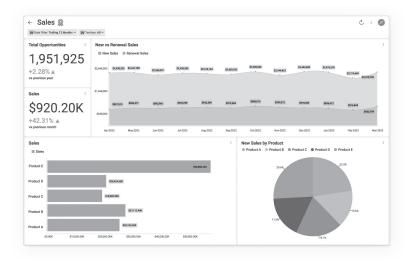


Figure 13.4. Slingshot sales dashboard

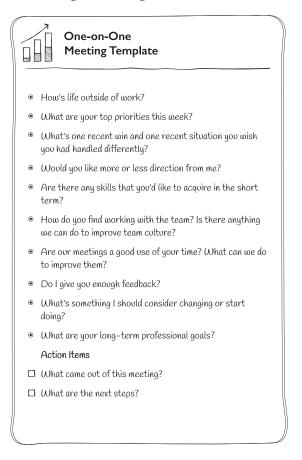


Figure 13.5. One-to-one meeting template



85%

of executive leadership teams spend less than one hour per month discussing strategy, and 50% spend no time at all.

Figure 14.1. Lack of focus on strategic discussions



95%

of a company's employees don't understand its strategy.



90%

of businesses fail to meet their strategic targets!

Figure 14.2. Lack of strategic understanding, leading to strategic failures



Infragistics Vision/Purpose

Create simplicity, beauty, and happiness in the world, one app at a time



Figure 14.3. Infragistics vision/purpose

FG]

Two major goals for Infragistics over the next one to three years

Purpose: The most innovative digital experiences and the world's best developers and designers use Ignite UI and Indigo to build simple and beautiful apps.

Business goal: We will be #1 in the web UI framework market by the end of 2022.

Purpose: Slingshot unleashes the power of the team and drives extraordinary business growth for all who use it.

Business goal: We will have over 1M active users in Slingshot by the end of 2024.

Figure 14.4. Infragistics mission/goals

Core Strategies

Deliver the fastest grids and charts on the web stack.

Deliver products from **design to code that integrate with popular tools** to produce incredible app experiences on modern UIs for web, cloud, and mobile.

In **one app**, though a digital workplace, connect everyone you work with to data analytics, projects, content, and chats to boost team and company results.

Focus on **beauty and simplicity** to help development teams embed dashboards and analytics to drive business insight on modern web and cloud technologies.

Nurture a learning organization to drive growth through growth hacking.

Execute a **three-prong approach to grow sales** via transactional engagements, opportunities in key accounts through ABM and ABS methodology, and a new Sales 2.0 structure to engage with Slingshot and Reveal market.

Figure 14.5. Infragistics strategies

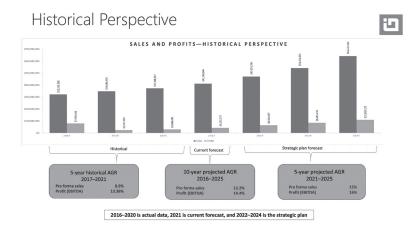


Figure 14.6. Historic and future financial projections for the plan

Overview by Product Line





2019–2021 is actual data, 2022 is current forecast, and 2022–2025 is the strategic plan $\,$

Figure 14.7. Overview of sales, expenses, profit, and loss by product line, including past and future years of the plan

Profit and Loss by Product Line

1		2019	2020 -	2021		2022 -		2023 ~		2024 -		2025 -
2	Total											
3	Sales	\$32,315,288	\$34,886,638	\$37,308,637		41,196,094		47,074,749		54,221,032	\$	64,221,034
4	Sales growth %	0.00%	7.96%	6.94%	,	10%	-	14%	-	15%	-	189
5	Expense	\$24,359,825	\$32,379,577	\$34,222,546	\$	36,913,721	\$	40,543,092	\$	45,735,574	\$	53,237,860
6	Expense %	75.38%	92.81%	91.73%		90%		86%		84%		83%
7	Profit	\$7,955,463	\$2,507,061	\$3,086,091	\$	4,282,373	\$	6,531,657	\$	8,485,458	\$	10,983,173
8	Profit %	24.62%	7.19%	8.27%		10%		14%		16%		17%
10	Development tools											
11	Sales	\$30,755,158	\$32,880,927	\$34,058,400	\$	35,871,234	\$	38,145,403	\$	41,669,929	\$	44,669,930
12	Sales growth %	0.00%	6.91%	3.58%		5%		6%		9%		7%
13	Expense	\$21,168,095	\$28,859,389	\$30,302,358	\$	31,817,476	\$	33,408,350	\$	35,746,935	\$	38,249,220
14	Expense %	68.83%	87.77%	88.97%		89%		88%		86%		86%
15	Profit	\$9,587,063	\$4,021,538	\$3,756,041	\$	4,053,758	\$	4,737,053	\$	5,922,994	\$	6,420,709
16	Profit %	31.17%	12.23%	11.03%		11%		12%		14%		149
27												
28	Business tools											
29	Sales	\$1,310,130	\$1,755,711	\$3,000,237	\$	5,074,860	\$	8,679,346		12,301,103	\$	19,301,104
30	Sales growth %	0.00%	34.01%	70.88%		69%		71%		42%		579
31	Expense	\$3,191,730	\$3,520,188	\$3,920,188	\$	5,096,244	\$	7,134,742		9,988,639	\$	14,988,640
32	Expense %	243.62%	200.50%	130.66%		100%		82%		81%		789
33	Profit	(\$1,881,600)	(\$1,764,477)	(\$919,951)	\$	(21,384)	\$	1,544,604	\$	2,312,464	\$	4,312,464
34	Profit %	-143.62%	-100.50%	-30.66%		0%		18%		19%		22%
46												
47	UI/UX services											
48	Sales	\$250,000	\$250,000	\$250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000
49	Sales growth %	0.00%	0.00%	0.00%		0%		0%		0%		0%
50	Expense	\$0	\$0	\$0	\$	-	\$	-	\$	-	\$	-
51	Expense %	0.00%	0.00%	0.00%		0%		0%		0%		0%
52	Profit	\$250,000	\$250,000	\$250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000
53	Profit %	100.00%	100.00%	100.00%		100%		100%		100%		100%
55	DT	95%	94%	91%		87%		81%		77%		70%
56	BT	4%	5%	8%		12%		18%		23%		30%
57	Svc	1%	1%	1%		1%		1%		0%		0%

2019–2021 is actual, 2022 is current forecast, and 2023–2025 is strategic plan

Figure 14.8. The past and future years of the profit/loss



Global Sales Strategy



Improve transactional engagements focused on drive-to-trial-and-nurture and in key accounts.

- Market segmentation—segment market in US into enterprise and transactional, and redistribute staff accordingly.
- Develop transactional sales channel focusing on lower-level renewals and small incremental sales across all product lines, to be completed in summer 2021.
- Rebuild e-commerce capability with focus on easy, seamless, transactional support.
- · Relook at leveraging bots and AI to enable an efficient sales process
- Maintain partner channel in direct market coverage areas, and enhance partner channel (i.e., Korea) to leverage our available resources.
- Expand footprint in existing accounts, with a focus on building ELAs with large, longtime clients, using a combination of ABM and IG 125—face-to-face "IG Day" customer meetings.
- Focus on Indigo. Design sales through re-implementation of Challenger sales methods.

Figure 14.9. Example sales strategies for improving transactional engagements



Global Sales Strategy



Create opportunities by transitioning to an account-based marketing and sales plan for customer engagement.

- Drive new logo/new seats
- Each geography will target key accounts for enterprise-level sales.
- Discover account maps and create account plans for ABE and IG 125
- Leverage new technology to improve customer touch, sales, and marketing processes to advance the business (trial, purchase, sales interactions, CRM, blog, etc.).
- Better understand customer behavior and increase conversion rate

Figure 14.10. Example sales strategies related to account-based marketing and sales



Global Marketing Strategy



Leverage new team, Al tools, and sales coordination to drive transactional and enterprise account growth.

- Increase emphasis on drive to trial with organic and paid demand-generation efforts, nurture, and aligned sales follow-up. Optimize marketing mix for the buyer-centric market, with a focus on middle-of-the-funnel efforts.
- Align with sales to drive business growth through account-based marketing and advertising. Expand targeted account sets with personalized messaging to decision-makers on channels that they actively use.
- 3. Focus product marketing managers on going deep on single-product and GTM efforts.
- PR and advocacy: Create active community influencers (IG) and leverage existing community to tell stories through our customers.
- Create global digital destinations focused on attracting and growing audience engagement through compelling product samples, how-to content, and addressing timely/topical issues.
- Increase our content for SEO and third-party sites to influence the buyer's journey of spending 66% of their time on deciding what to purchase outside the vendor's digital properties and personal.

Figure 14.11. Example of marketing strategies



Dev Tools Market Sizing

- RMAD/MADP tools
 - Addressable market: 1.36M citizen developers, low-code IT professionals
- UX tools
 - Addressable market: 1.53M UX designers, business analysts, product managers
- UI tools
 - · 11M professional developers worldwide
 - · 2M professional Visual Studio developers
 - · 2M professional JavaScript developers



Figure 14.12. Example of market sizing



Figure 14.13. Example of explaining product strategies



UX Tools: Go-to-Market Positioning

- Indigo.Design is a design-to-code digital product design platform that enables operational alignment, deep collaboration, and ongoing innovation at the product level (design ops) with complete low-code multi-experience application delivery of business apps, mobile apps, progressive web apps, conversational apps, and immersive apps.
- Indigo.Design enables enterprise UX and product delivery teams to operationalize compatibility between UX, product management, and product development.
- Using Indigo.Design design systems and plug-ins for major visual design/UX design tools means that a single source of truth can be used across enterprise teams.
- Collaboration with stakeholders, user testing with deep analytics, and image-based prototyping are built in.
- WYSIWYG low-code tooling output to modern web platforms.
- Target system integrators and partners for new license

■ Indigo.Design A Digital Product Design Platform



Figure 14.14. Example of explaining a product's go-to-market positioning



Indigo.Design Go-to-Market Messaging

Streamline app creation from design to code

- · Unparalleled team flow and productivity
 - Cloud-based digital product design platform with complete design to code for design system management, image-based prototyping, collaboration, user testing, code markup tooling, and low-code app building
- User-friendly design, powerful backbone
 - Designers or developers can choose how to approach app output with our design-to-code options—from our design system to the app builder in Indigo Design, we don't restrict how a team can get hyper-productivitydelivering areas.
- Don't hand off your designs. Generate code instead.
 - Unlike other Sketch UI kits and libraries, the Indigo library will help you export a
 usable code in Angular, React, Web Components, or Blazor in project with all
 components generated for your team's productivity.
- Customer Benefits
 - Fast, code-free, cloud-based prototyping and app building
 - Integration with vector design tools like Adobe XD, Figma, and Sketch
 - End-to-end design system management for a single source of truth across your team or the enterprise
 - Instant usability testing with recordings, results, and analytics
 - Collaborative review and feedback with email notifications
 - Pixel-perfect code generation for Angular, React, Web Components, or Blazor apps from app builder or Visual Studio code plug-ins
 - Application template libraries for easy app creation, duplication, and experimentation
 - Easy design system creation and management
 - On-prem container deployment with security and administration
 - Embeddable SDK of app builder with extensibility

Figure 14.15. Another example of a product's go-to-market messaging



Dev Tools Pricing Strategy

- Best-value pricing: All roads should lead to Ultimate, Professional, or Ignite UI for upsell to highest-price product choice.
- Subscription pricing model for new seat sales across dev tools products (with the exception of test automation products)
- New trial watermarks on our modern web products, including Angular, React, and Web Components
- Indigo.Design subscription
 - = Essential: \$39 monthly or \$399 yearly
 - Indigo.Design: \$99 monthly or \$1,099 yearly
 - Indigo.Design on-prem: \$30K yearly
 - Indigo.Design embed: \$50K yearly
- * License updates requiring an active subscription to access previously owned software



Figure 14.16. Example of product pricing



Experience Objectives

- 1. Delight the customer: Deliver exceptional end-to-end customer experiences.
- Expand our design culture by living our brand: Create a culture that lives and breathes experience design so that this discipline is core to every aspect of our business, inwardly and externally.
- Foster creativity: Grow an open and engaged culture that rewards curiosity, exploration, innovation, and ownership.
- 4. Evangelize our value: Create a culture that encourages and delivers thought leadership.
- 5. Deliver quality: Ingrain quality into everything we do internally and externally.

Figure 14.17. Example of experience objectives



Culture Objectives

- 1. Grow trust: Grow and protect a culture of transparency, openness, ownership, and trust.
- Invest in people: Actively invest in our people to develop them to their maximum potential, with the right skills, tools, and knowledge to succeed.
- 3. Collaborate broadly: Drive results through effective collaboration across teams, departments, and regions internally and externally, with customers and partners.
- 4. Multicultural view: Take an international view, and make it a core part of our thinking, planning, and execution.
- 5. Be a good citizen: Be a socially responsible corporate citizen within each of our global communities.

Figure 14.18. Example of culture objectives



Organizational Objectives

- Be agile: Grow a flexible organization that is capable of restructuring itself whenever necessary to carry out our mission.
- 2. Turn data into knowledge and action: Develop relevant and accurate data sources, and turn them into knowledge that drives actions to optimize the business.
- 3. Globalize operations: Effectively manage a geographically diverse company so as to best leverage global and local opportunities, resources, and personnel.
- **4. Ensure the health of our organization:** Instill and follow a rigorous health-of-the-organization process across all departments and regions.
- 5. Continuously improve operations: Create a culture of continuous improvement, individually, regionally, technologically, and as a company.

Figure 14.19. Example of organizational objects



SWOT: 2021 Global



Figure 14.20. Example of SWOT analysis

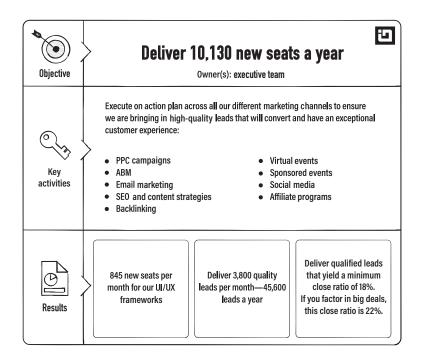


Figure 15.1. Annual plan OKRs for the new seats

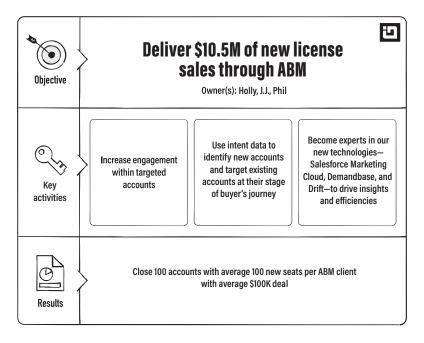


Figure 15.2. Annual plan OKRs for sales through ABM motion

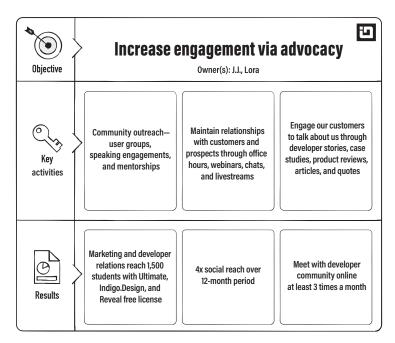


Figure 15.3. Annual plan OKRs related to increasing engagement through advocacy

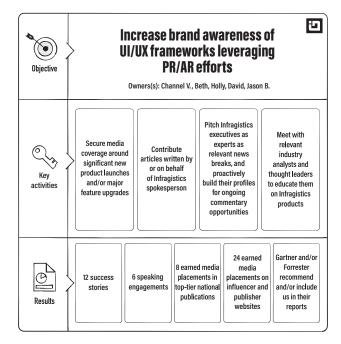


Figure 15.4. Annual plan OKRs related to increasing brand awareness for UI/UX product line



Infragistics Vision/Purpose

Create simplicity, beauty, and happiness in the world, one app at a time



Figure 16.1. Infragistics vision/purpose from the strategic plan

Two major goals for Infragistics over the next one to three years



Purpose: The most innovative digital experiences and the world's best developers and designers use Ignite UI and Indigo to build simple and beautiful apps.

Business goal: We will be #1 in the web UI framework market by the end of 2022.

Purpose: Slingshot unleashes the power of the team and drives extraordinary business growth for all who use it.

Business goal: We will have over 1M active users in Slingshot by the end of 2024.

Figure 16.2. Mission/objectives of Infragistics from the strategic plan

Core Strategies



Deliver the fastest grids and charts on the web stack.

Deliver products from **design to code that integrate with popular tools** to produce incredible app experiences on modern UIs for web, cloud, and mobile.

In **one app**, though a digital workplace, connect everyone you work with to data analytics, projects, content, and chats to boost team and company results.

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Execute a **three-prong approach to grow sales** via transactional engagements, opportunities in key accounts through ABM and ABS methodology, and a new Sales 2.0 structure to engage with Slingshot and Reveal market.

Figure 16.3. Infragistics key strategies from the strategic plan



Slingshot Go-to-Market Positioning



Keep everyone in the know

Save time finding information when everything is transparent and easily found. Make working across teams, departments, and external clients easy.



Use data insights to make better, faster decisions

Create a data-driven culture by making it easy for teams to turn data into actionable insights.



Strive to accomplish goals

Achieve greater success when everyone is aligned, focused, and engaged on the same objectives and strategies.



Increase performance with accountability

Give team members a greater sense of ownership of their responsibilities by providing complete visibility when tasks are assigned, prioritized, and completed.

Figure 16.4. Infragistics Slingshot product go-to-market positioning

Marketing Team GTM

Personas enable marketing, sales development, and sales teams to communicate with buyers using their own language.



CMO

CAC, drive sales with qualified leads, brand awareness



Demand-gen specialist

CAC, drive sales with qualified leads, CPC, CTR



Content specialist

Write and procure content to drive SEO, digital engagement

Marketing analytics

Insight from many different systems and data sources



SEO specialist

Increase organic leads and digital engagement



Creative specialist

Design branded experience for digital properties



Figure 16.5. Infragistics Slingshot key personas

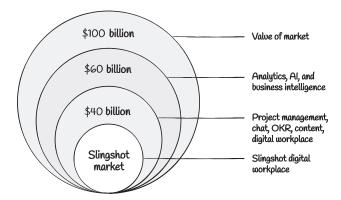


Figure 16.6. Infragistics Slingshot market opportunity

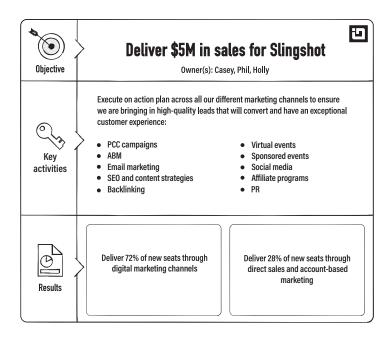


Figure 16.7. Infragistics Slingshot GTM OKR on sales

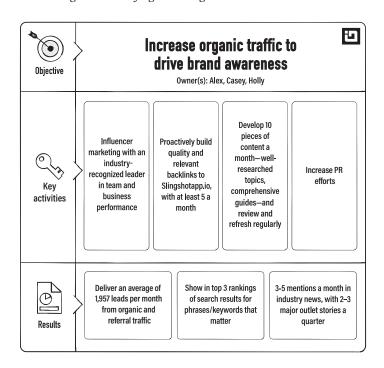


Figure 16.8. Infragistics Slingshot GTM OKR on brand awareness

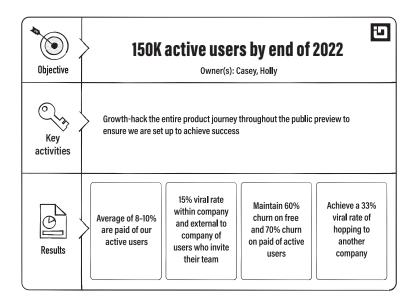
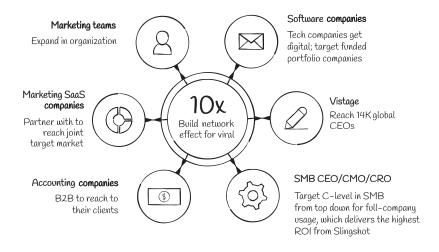


Figure 16.9. Infragistics Slingshot GTM OKR on users



Figure~16.10.~In fragistics~Slingshot~GTM~example~of~segmentation~of~the~plan

Appendix

THE INFRAGISTICS WAY

he Infragistics Way describes the practices that guide our actions and decisions. It's who we are, it's who we want to be, and it's essential to our success.

DO THE RIGHT THING, ALWAYS

Demonstrate an unwavering commitment to doing the right thing in every action you take and in every decision you make, especially when no one's looking. Always tell the truth, no matter the consequences. If you make a mistake, own up to it, apologize, and make it right.

DELIVER RESULTS

While we appreciate effort, we reward and celebrate results. Follow up on everything and take responsibility to ensure that tasks get completed. Set high goals, use measurements to track your progress, and hold yourself accountable for achieving those results.

DELIGHT THE CUSTOMER

It's all about the experience. In every interaction, do the little things, as well as the big things, that delight people. Exceed expectations and

deliver the "wow" factor every chance you get. We're here to make our customers' jobs easier, and we do that by remaining focused on beauty and simplicity in all that we produce.

BE FANATICAL ABOUT RESPONSE TIME

Respond to questions and concerns quickly, whether it's in person, on the phone, or by email. This includes simply acknowledging that we got the question and we're "on it," as well as keeping those involved continuously updated on the status of outstanding issues.

BE CURIOUS AND INNOVATE

In the search for the best solutions, be curious. Ask thoughtful questions and listen intently to the answers. Dig deeper to go beyond the expected. Take intelligent risks. Innovation, improvement, and success come from a thoughtful and intentional willingness to try the unconventional and to ask, "What if?" Don't be afraid to make mistakes. Use sound judgment and validate your ideas with stakeholders whenever possible.

CHECK YOUR EGO AT THE DOOR

It's not about you. Don't let your ego get in the way of doing what's best for the team. Worrying about who gets credit or taking things personally is counterproductive. Make sure every decision is based solely on advancing team goals and doing what's best for the customer.

BE DATA DRIVEN

Analyze situations and use available data with a relentless focus on improvement. Learn the facts before jumping to conclusions. Collect input from all relevant sources and avoid data bias. Without a data-driven culture, we're running blind.

SHOW GRIT AND "BRING IT" EVERY DAY

Persevere and be passionate about the long-term goal! Don't be afraid to make mistakes. Make the most of each day by approaching every task with energy, focus, purpose, and enthusiasm. Be courageous—act despite the risk of failure, be conscientious in your work, be tenacious in the face of challenges, and go for excellence over perfection! Learn from the successes or setbacks that result.

DELIVER AN EFFORTLESS EXPERIENCE

Find ways to make working with others easier. Provide simple and complete instructions. Focus on a seamless, friction-free user experience for internal and external customers. When in doubt, do more rather than pushing the work back. Streamline your processes. Simplify everything. Be ridiculously helpful.

MAKE CRAFTSMANSHIP PERSONAL

Demonstrate a passion for excellence and take pride in the quality of everything you touch and everything you do. The goal is to get things right, not simply to get them done. Have a healthy disdain for mediocrity. While we always want to work with a sense of urgency, sometimes we need to slow down to speed up. Allow time for the creative juices to flow and to think of all the options. Always ask yourself, "Is this my best work?"

PRACTICE HUMAN-CENTERED DESIGN

Develop solutions for your customers that are rooted in a deep and thorough understanding of their needs, situations, and known and unknown challenges. Immerse yourself in your customers' world to deliver the best possible experience and/or solution.

PRACTICE BLAMELESS PROBLEM-SOLVING

Demonstrate a relentless solution focus, rather than pointing fingers or dwelling on problems. Identify lessons learned, socialize them, and use those lessons to improve your processes and outcomes so you don't make the same mistake twice. Get smarter with every mistake. Learn from every experience.

HONOR COMMITMENTS

Do what you say you're going to do, when you say you're going to do it. This includes being on time for all phone calls, appointments, meetings, and promises. If a commitment can't be fulfilled, notify others early and agree on a new deliverable to be honored.

LOOK FROM THE OUTSIDE IN

Understand your customers' world. Know their challenges and frustrations. See the world from their perspective. The better you understand them, the more effectively you can anticipate and meet their needs. Engage with customers and keep their perspectives top of mind.

FIND A WAY

Adopt an ownership mentality. Take personal responsibility for making things happen. Respond to every situation by looking for how you can do it, rather than explaining why it can't be done. Be resourceful and show initiative. Don't make excuses or wait for others to solve the problem. See issues through to their completion.

BE RELENTLESS ABOUT IMPROVEMENT

What got us here won't get us to the next level. Regularly reevaluate every aspect of your job to find ways to improve. Don't be satisfied with the

status quo. "Because we've always done it that way" is not a reason. Be excited by the possibilities that change brings and find ways to get things done better, faster, and more efficiently. Become a lifelong learner. Learn faster than the other folks.

LISTEN GENEROUSLY

Listening is more than simply "not speaking." Give others your undivided attention. Be present and engaged. Minimize the distractions and let go of the need to agree or disagree. Suspend your judgment and be curious to know more, rather than jump to conclusions. Above all, listen to understand.

SPEAK STRAIGHT

Speak honestly and simply in a way that helps to make progress. Say what you mean, and be willing to ask questions, share ideas, or raise issues that may cause conflict when it's necessary for team success. Be courageous enough to say what needs to be said. Address issues directly with those who are involved or affected.

SHOW MEANINGFUL APPRECIATION

Recognizing people doing things right is more effective than pointing out when they do things wrong. Regularly extend meaningful acknowledgment and appreciation—in all directions throughout your organization.

ASSUME POSITIVE INTENT

Work from the assumption that people are good, fair, honest, and that the intent behind their actions is positive. Set aside your own judgments and preconceived notions. Give people the benefit of the doubt.

COLLABORATE

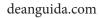
Be inclusive. Share information and work together. Learn to ask yourself, "Who else needs to know this?" Be available for your teammates. Take responsibility, both formally and informally, to coach, guide, teach, and mentor others. Collaborate internally and with your customers and partners to find better solutions. Collaboration generates better ideas than working alone.

LIVE HEALTHY AND KEEP THINGS FUN

Take care of yourself at home and at the office. Exercise, get adequate sleep, and focus on a healthy diet. Support each other in making healthy choices. Keep perspective. Don't take things personally or take yourself too seriously. While our passion for excellence is real, remember that the world has bigger problems than the daily challenges that make up our work. Stuff happens. Laugh every day.

To learn more about the book and about Slingshot, scan the following codes:







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