

Build Your Own Scorecard

A scorecard is a bulleted list of attributes of success. You can use it to define and align on what success is for a project, your performance in a role, or even something small and low-stakes like an email. Creating a scorecard is a straightforward process. It shouldn't take more than a couple of hours, tops.

This worksheet walks you through the four steps we use to create any scorecard. Want to see an example of it in action? [Check out](#) how our Good Boss scorecard came to life.

STEP 1: SIMPLE BRAINSTORM

Start by listing all the elements that are required for success. What are the qualities, the principles, the ideals you want to embody? What do you want to work toward relentlessly? It's helpful to have multiple brains you trust contributing to this list, especially if those people have a say in what "success" is.

Start listing here

STEP 2: COMBINE + REDUCE

Make a copy of your big brainstorm from step one and paste it in the box below. Cut anything that isn't absolutely mandatory for success. Look for themes, and combine things that are similar. Reduce some more. Repeat. (We took at least three passes on this step when we were creating our Good Boss scorecard.)

Paste here

STEP 3: PROOF OF CONCEPT

Paste your results from step two here. Then, try scoring something or someone you know is successful. Is there anything missing that's vital to that thing or person's success? Add that stuff in. Is the scorecard too lofty, and even something you know succeeds doesn't pass? Delete those things!

Paste here

STEP 4: FINALIZE

You're ready to go! Bop it into our [scoring template](#) (aka spreadsheet) and start using it at regular intervals.