

FREE DASHBOARD AND SETUP GUIDE

# Weekly Numbers Dashboard

One page for the numbers, blocked work, and decisions that should shape the next week.

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Build systems that make your business run better.

# A dashboard should change a decision

The first version does not need many charts. It needs a small set of numbers the team can explain and act on every week.

Update the dashboard before the weekly review. Compare the current week with the previous week, identify unusual movement, and assign an owner to each response.

## Use one definition for each number

If two people calculate a number differently, write the definition beside the dashboard. Consistency matters more than a complicated formula.

| Weekly review day and time |
|----------------------------|
|                            |
|                            |

| Person responsible for updating the numbers |
|---------------------------------------------|
|                                             |
|                                             |

# The eight starting measures

| Measure              | Definition                                                                   |
|----------------------|------------------------------------------------------------------------------|
| New leads            | New enquiries received during the week.                                      |
| Confirmed orders     | Orders accepted under your agreed confirmation rule.                         |
| Conversion rate      | Confirmed orders divided by new leads, using the same period and definition. |
| Active orders        | Confirmed orders not yet completed or closed.                                |
| On-time delivery     | Orders delivered by the promised date divided by completed deliveries.       |
| Cash due             | Confirmed amounts expected but not yet received.                             |
| Open customer issues | Complaints or support cases without a confirmed resolution.                  |
| Owner decisions      | Blocked items that genuinely require the owner.                              |

# Run the thirty-minute review

| Score  | Meaning                                                                                                      |
|--------|--------------------------------------------------------------------------------------------------------------|
| 5 min  | Confirm the numbers and definitions. Correct missing data without turning the meeting into an investigation. |
| 10 min | Discuss the largest changes and the operational reason behind each one.                                      |
| 10 min | Review blocked orders, customer issues, cash due, and decisions waiting for the owner.                       |
| 5 min  | Confirm actions, owners, and due dates. Record them in the same place.                                       |

## Questions worth asking

What changed? Why did it change? Does it require action? Who owns that action? When will the team review the result?

|                           |
|---------------------------|
| Who will lead the review? |
|                           |
|                           |

|                                 |
|---------------------------------|
| Where will actions be recorded? |
|                                 |
|                                 |

# Define your numbers

Write the source and definition before the first review. This prevents the same debate from returning every week.

| Lead and conversion definitions |
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| Order and delivery definitions |
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| Cash and customer-issue definitions |
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|                                     |

# Start with the CSV

Open the dashboard in Google Sheets, Excel, Numbers, or another spreadsheet tool. Remove the example row and add one row for each week.

Download: [amenyo.com/guides/weekly-numbers-dashboard](https://amenyo.com/guides/weekly-numbers-dashboard)

The useful number is the one that leads to a clear next action.