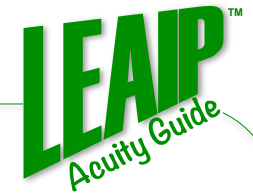


Welcome to Acuity



Hi and Welcome!

LEAIP Acuity is a very simple and powerful methodology that can help you and your people clearly see where valuable time and energy are best invested. It has universal application whatever the focus – improvement initiatives, business or investment decisions, organization structuring, social causes, education, software development, writing a book, developing a wellness program.... in short, its a way to easily and wisely make the best use of life and universe! It has served me and, more importantly, the people I have had the honor of working with in a myriad of situations and cultures, all around the world over the last 20 years, extremely well. I hope it brings you even a fraction of their successes in your own exciting endeavors.

Andrew

Andrew Richards
President, LEAIP.com



Acuity - Overview



The Acuity process takes you through a 5 step process where you convert your multitude of possibilities, around a focus, into priorities.

Acuity's very visual process centres around moveable graphics called Stickies. The Sticky harkens back to the sticky notes that were once used to cover many walls, windows, doors... with ideas as people collaborated, figured out and remembered to do stuff. But these LEAP Stickies have advantages beyond not falling to the floor every time the door opened (ahem, speaking from frequent personal experience :-)>). These Stickies can change colour, we can store all kinds of data behind their brief display, and we can analyze and save their positions.

So that's it: your ideas, options, alternatives – move some stickies around – see priorities. This guide should cover what you need to get started applying and benefiting from Acuity...

Acuity – Single Page Overview

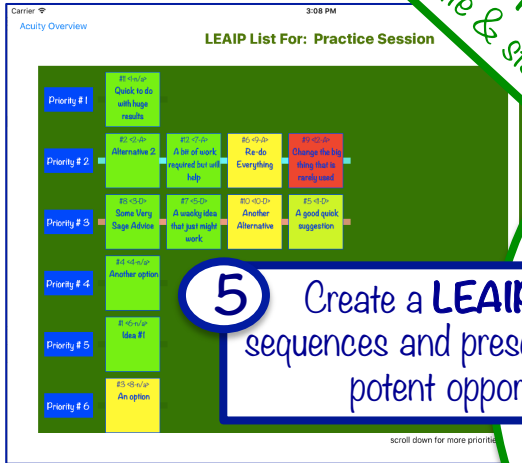
Enter a new session name here and press enter.

enter a new session-name

Bring a focus

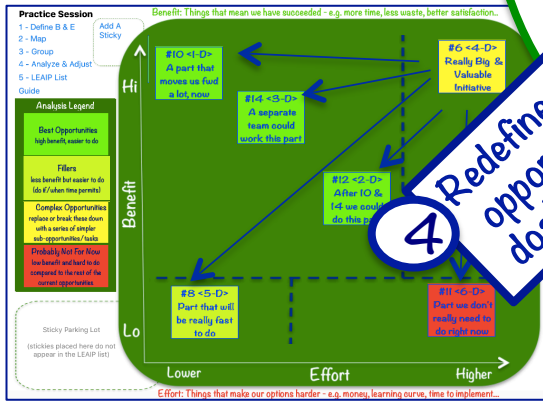
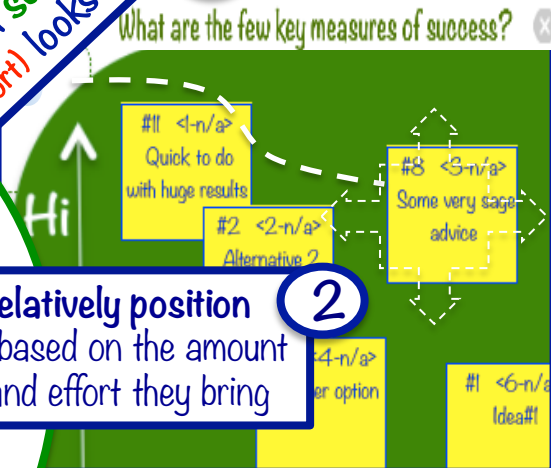
Enter what success (and effort) looks like

Go make it happen, (Celebrate & start again)



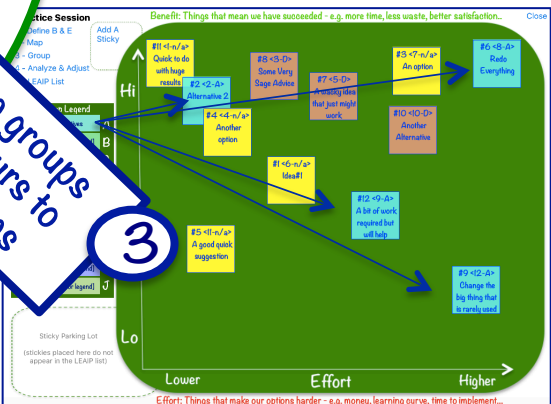
5 Create a LEAIP List that sequences and presents your most potent opportunities

2 Load and relatively position alternatives based on the amount of success and effort they bring



4 Redefine complex opportunities as doable sub-items

3 Assign groups and colours to related items



Acuity - Overview

Working with Acuity

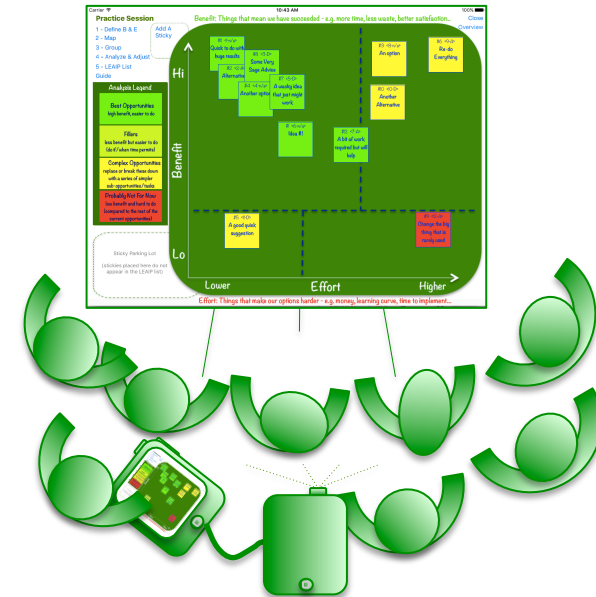
Acuity sessions tend to be with teams of people but the tool is equally valuable for individually working on alternatives and priorities

... by connecting your tablet to a projector and projecting onto a large screen when working with larger teams.

... on your tablet for individual work....



...on a tablet or larger screen when working in small teams.....



Starting a Session

Tip: The session name should reflect the focus of the session
e.g. Business Start-up or Waste Reduction or Patient Wait Time or Projects for 2017 or...

A New Session
Tap here and type in a name for the new session

An Existing Session
Scroll the picker dial to retrieve a session that has already been created

(to delete a session)

LEAIP by ARC

Let's get started...

Enter a new session name here and press enter.

enter a new session-name

Or select an existing session

LEAIP ACUITY

My Existing Session

My Other Existing Session

Practice Session

Sample Session

Delete a session

Acuity

noun: a-cu-ity ə'kyooəde
sharpness or keenness of thought, vision, action...

- the ability to see or understand something easily
- a quick and penetrating insight

related terms:
accentuate, advance, affect, agree, amplify, arrange, choose, classify, collaborate, commit, conclude, convey, determine, establish, focus, gauge, map out, mediate, order, prioritize, rank, sequence, simplify, succeed, tap, unleash, unlock

Benefit: Hi, Lo

Effort: Lower, Higher

The B/E Canvas - Overview

The title of the current session

Main Menu

Info Panel

Sticky Parking Lot

Practice Session

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List
- Guide

Add & Map Stickers Quick Guide

1 - Define success (desired benefits) and effort for the session.

2 - Select or add a new Sticky. Double tap the sticky and give it a title

3 - Considering the relative effort and benefit of the current sticky, drag the Sticky on to the Effort/Benefit Canvas and position it accordingly.

4 - Adjust the relative positions of the other Stickers

5 - Readjust all the Stickers until comfortable with the relative positions

Repeat 2-5 until all sticks are placed.

Sticky Parking Lot
(stickies placed here do not appear in the LEAIP list)

Sticky Generator

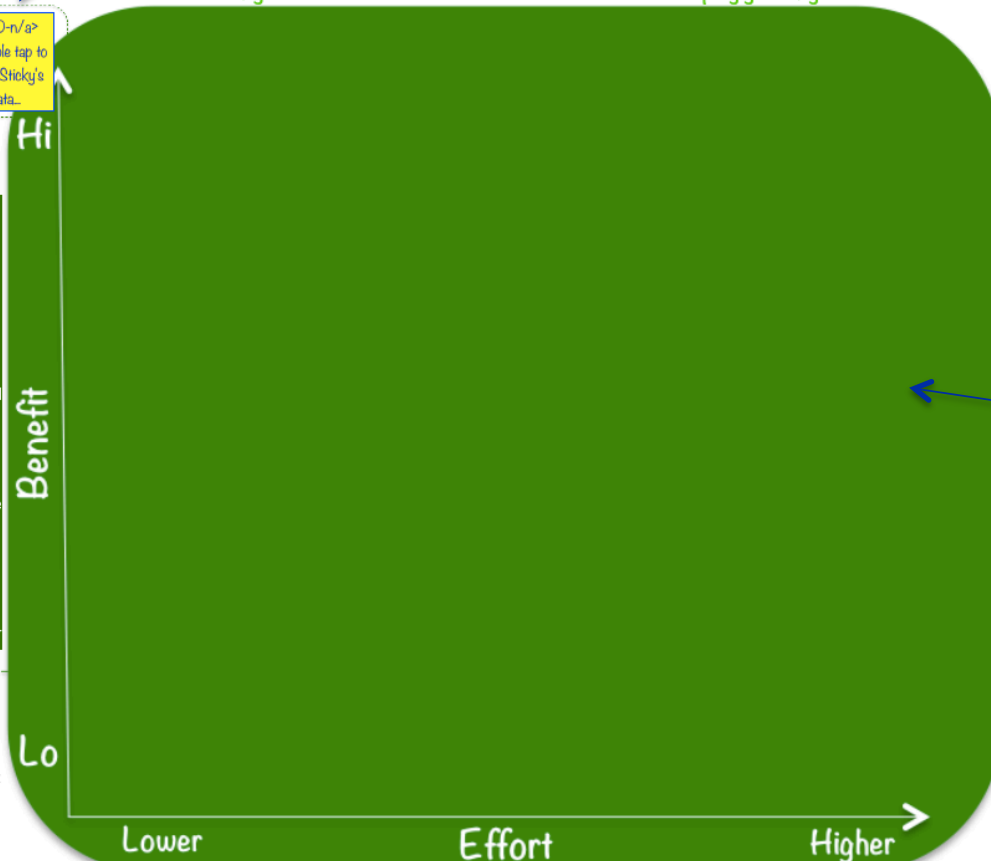
Benefit Definition

Closes the session

What are the few key measures of success? - TAP HERE to add & display your key measures

Close

! <0-n/a>
...double tap to enter Sticky's data...



The Benefit / Effort Canvas

What are the likely major elements of effort? - TAP HERE to add your key elements of effort

Effort Definition

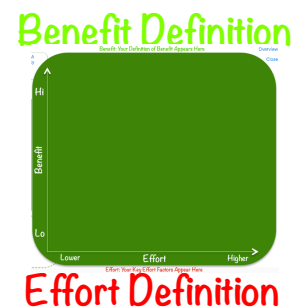
Step 1: B/E Definition

- 1 - Define B & E ←
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

In This Step

Benefit and Effort are defined and displayed to guide positioning the Stickies where:

- **Benefit** describes what success looks like, the “true north” of the session
- **Effort** describes the kinds of things that make an item more difficult to accomplish

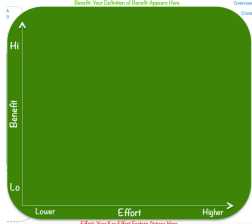


Step 1: B/E Definition

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & ...
- 5 - LEAIP List

The Benefit and Effort definitions appear above and below the B/E Canvas and help guide positioning the Stickies

Benefit Definition



Effort Definition

Practice Session
Close

Enter or adjust your definitions for benefit & effort
(these can be added to or adjusted at anytime during the session)

Things that mean we have succeeded - e.g. more time, less waste, better satisfaction...

Key benefit factors are the very few terms that best describe what success looks like for this specific exercise. Each situation will have its own specific set of desirable benefits. What are the desired outcomes? Keep it very brief - less is more! - a very few key words or terms (usually no more than 4 to 5 key factors). Here are some examples of the kinds of terms that can come up as key benefit factors :

scroll the text...

Things that make our options harder - e.g. money, learning curve, time to implement...

Key effort factors are the very few terms that best describe factors that will likely make the ideas in this session more difficult to accomplish. What could likely make things difficult or less do-able? As with key benefits, less is more! - usually no more than 4 to 5 key factors. Here are some examples of the kinds of terms that can come up as key effort factors :

scroll the text...

Enter the key words that best describe Benefit here

Guidance on defining benefit

Enter the key words that best describe Effort here

Guidance on defining effort

Step 2: Map

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

In This Step

- Stickies are added to the EB Canvas and positioned (mapped) according to the benefit and effort they bring relative to the other Stickies
- More detailed data can be added to each Sticky



Sticky # Effort Rank Group

Title:

Detail:

Notes 1:

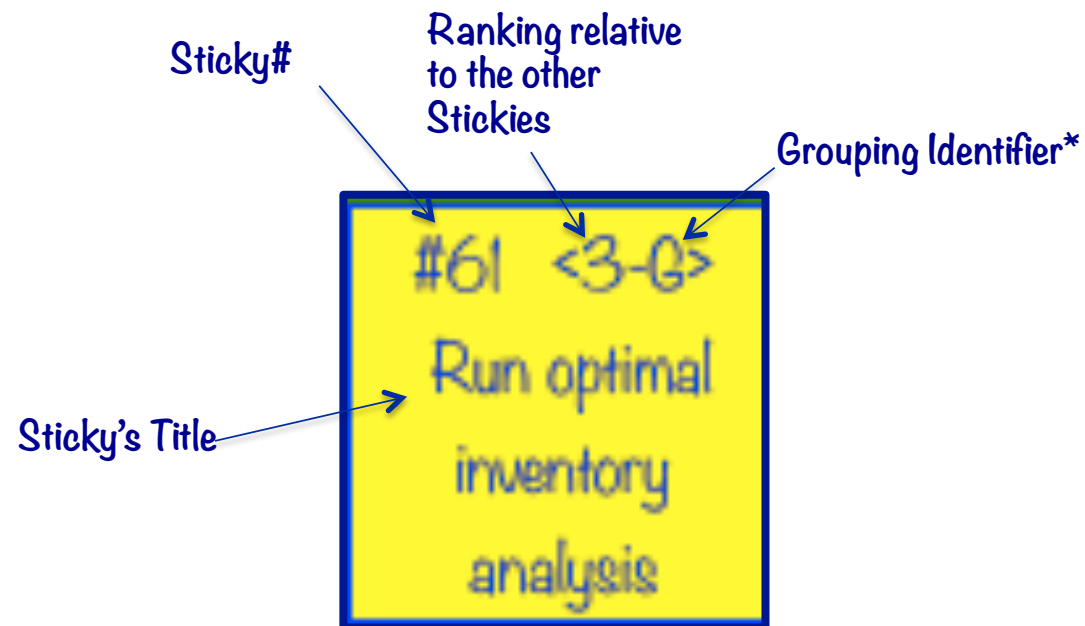
Notes 2:

Notes 3:

Done this Sticky

Step 2: Map - The Sticky

Each Sticky displays the following summary information for each item being considered



* n/a (not assigned) is displayed when a Sticky is not assigned to any group

Step 2: Map – Adding a Sticky

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

Double tap the first Sticky and give it a title, then drag it onto the B/E canvas

Mapping guidance

Practice Session

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

Guide

Add & Map Stickers Quick Guide

- 1 - Define success (desired benefits) and effort for the session.
- 2 - Select or add a new Sticky. Double tap the sticky and give it a title
- 3 - Considering the relative effort and benefit of the current sticky, drag the Sticky on to the Effort/Benefit Canvas and position it accordingly.
- 4 - Adjust the relative positions of the other Stickers
- 5 - Readjust all the Stickers until comfortable with the relative positions

Repeat 2-5 until all sticks are placed.

Sticky Parking Lot
(stickies placed here do not appear in the LEAIP list)

What are the few key measures of success? - TAP HERE to add & display your key measures

Close

1
 ...double tap to enter Sticky's data...

Idea#1

Hi

Benefit

Lo

Lower

Effort

Higher >

What are the likely major elements of effort? - TAP HERE to add your key elements of effort

Step 2: Map - Editing a Sticky's Data

! <O-n/a>
_double tap to
enter Sticky's
data_

Sticky number is
already assigned
automatically

Rank is assigned automatically
according to the positioning of the
Sticky

Tap here to assign
the Sticky to a
grouping of related
Stickers

Tap on any field to add
or adjust its contents

it is always a good
idea to at least enter a
title for the Sticky.

It is optional to enter
anything in any of the
fields.

Sticky# Rank Group

#61 <3-0>
Run optimal
inventory
analysis

Title

Sticky # 61 Rank 9 Group G

Title Run optimal inventory analysis

Detail Spot check son inventory are showing 30 to 40% excess
There hasn't been a stock-out on any item in 3 years
The organization is carrying \$20million of inventory with
annual carrying costs of at least \$1million => optimal
inventory levels will reduce waste (space, energy
consumption, vehicle wear & tear...)

Notes 1 Brenda suggested this

Notes 2 Kai has volunteered to take the lead

Notes 3 Inventory quantities could be adjusted by August

Sticky's title -
this is what you
will see on the
Sticky

Important
information that
could help with
explaining,
understanding,
implementing...
a Sticky

Notes fields are
available to use
for whatever
else you'd like to
add or assign to
your Sticky

(removes the
Sticky)

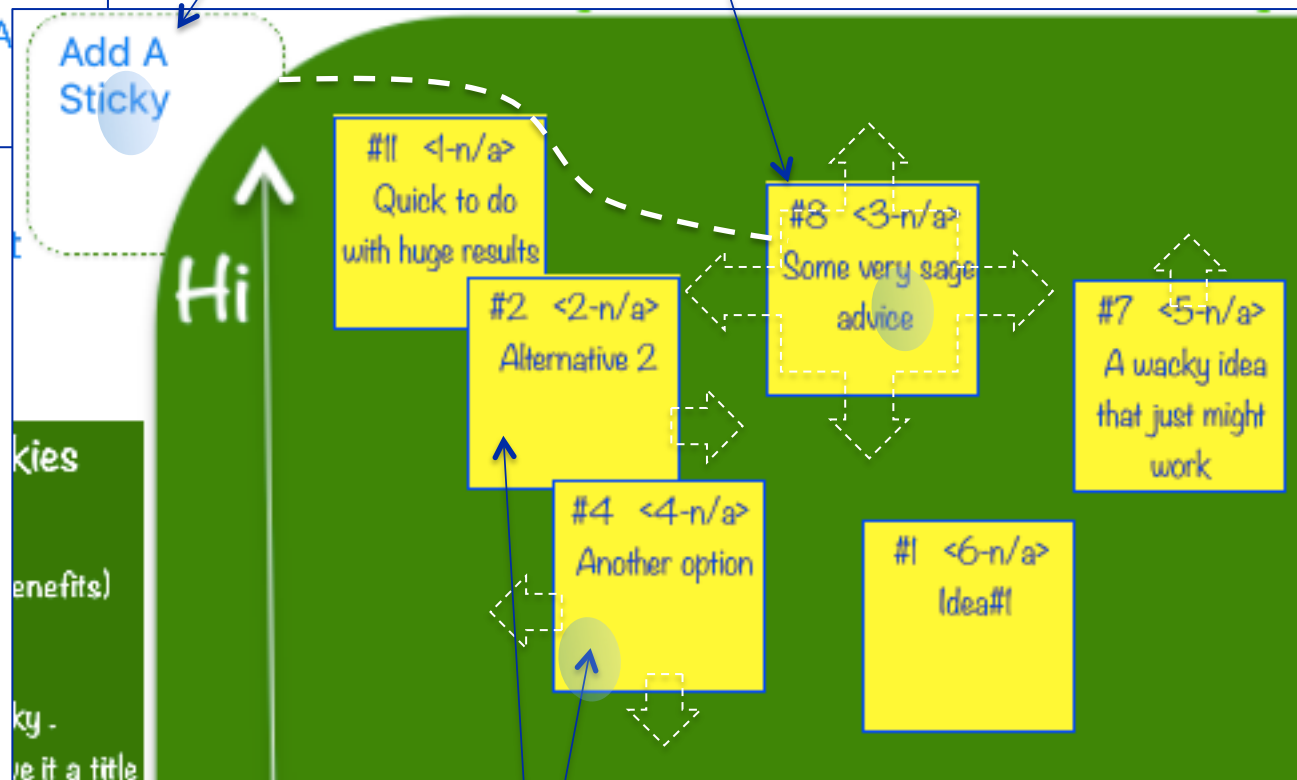
Delete this Sticky

Step 2: Map - Positioning Stickies

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & A
- 5 - LEAIP List

1- Tap here to add an additional Sticky

2 - Drag the new sticky on to the canvas and position it considering how much **benefit** its idea brings and how much **effort** is required relative to the other Stickies



4 - Add another Sticky until all the Stickies have been loaded

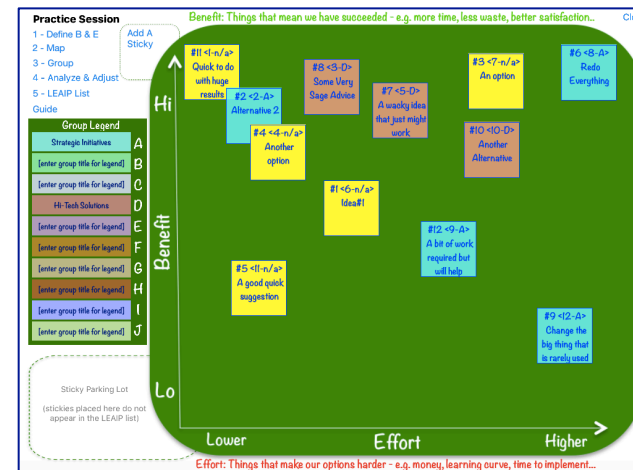
3 - Readjust the relative positions of the any of the other Stickies until the overall positions seem about right

Step 3: Group

- 1 - Define B & E
- 2 - Map
- 3 - Group**
- 4 - Analyze & Adjust
- 5 - LEAIP List

In This Step

- Any related Stickies are identified and assigned a group and color
- A label can be assigned to each group
- The Stickies that are not assigned to a grouping keep their n/a group designation and yellow color



Step 3: Group – What Are Groups?

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

- A group is a collection of related opportunities that are similar and or related in some way e.g. by type, task, expertise...
- Stickies can be, but don't have to be, assigned to a grouping.
- A grouping is usually assigned to Stickies that are related to a common subject, sub-project, owner..., or whose activities are interrelated...
- The Stickies in the grouping can then be viewed with the group's identifying color
- They help to assign a common priority across a series of alternatives
- The Stickies in each group will be clustered together in the LEAIP List

By clustering related items into a single entity, groupings are extremely useful for simplifying the bigger picture. This simple example illustrates the general process of grouping.

Mow lawns
Mend chair
Cut firewood
Paint room
Weed garden
Varnish table
Change tyres
Sew cushion



GroupA: Yardwork

Mow lawns
Weed garden

GroupB: Inside work

Paint room
Mend chair
Varnish table
Sew cushion

No group

Cut firewood
Change tyres



1 - Cut firewood

2 - GroupA: Yard Work
Weed garden > Mow lawns

3 - GroupB: Inside Work
Varnish table > Paint room >
> Mend chair > Sew cushion

4 - Change tyres

Step 3: Group – Setting Group Labels

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyz
- 5 - LEAIP

Group Legend

[enter group title for legend]	A
[enter group title for legend]	B
[enter group title for legend]	C
[enter group title for legend]	D
[enter group title for legend]	E
[enter group title for legend]	F
[enter group title for legend]	G
[enter group title for legend]	H
[enter group title for legend]	I
[enter group title for legend]	J

Tap on any of the group labels to set a group's label and information

Tap here and enter a label for the grouping.

Group A

Title Strategic Initiatives

Detail
 Items in this grouping are major decisions requiring group and country coordination. Some are already in progress

Notes 1 Brenda, Raphi and Kai would like to take these items

Notes 2 add a note-2 or reference

Notes 3 add a note-3 or reference

More detailed information that further explains the grouping

Notes fields available to use for whatever else you'd like to add or assign to the group

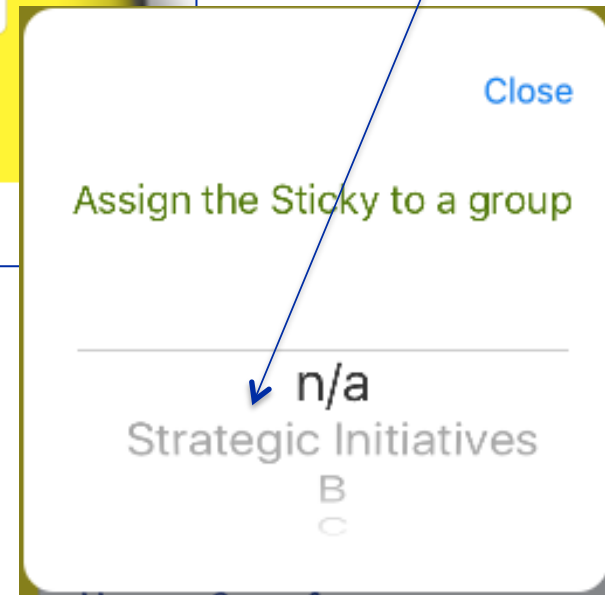
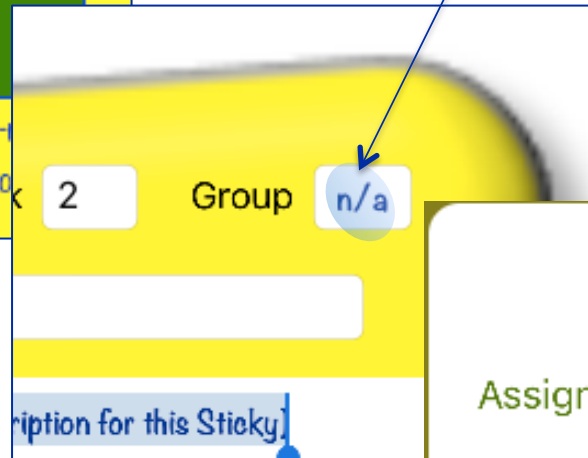
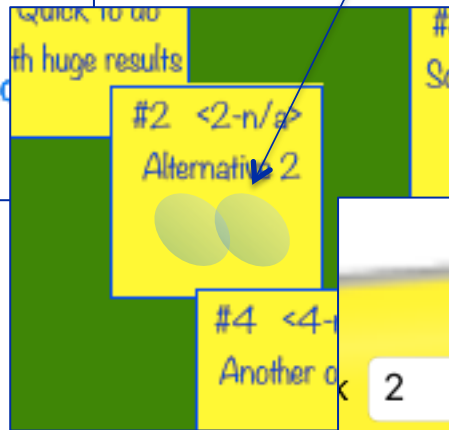
Step 3: Group – Assigning Groups to Stickies

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Ad
- 5 - LEAIP List

Double tap the Sticky that you would like to add to a grouping

Tap on the Sticky's current group assignment

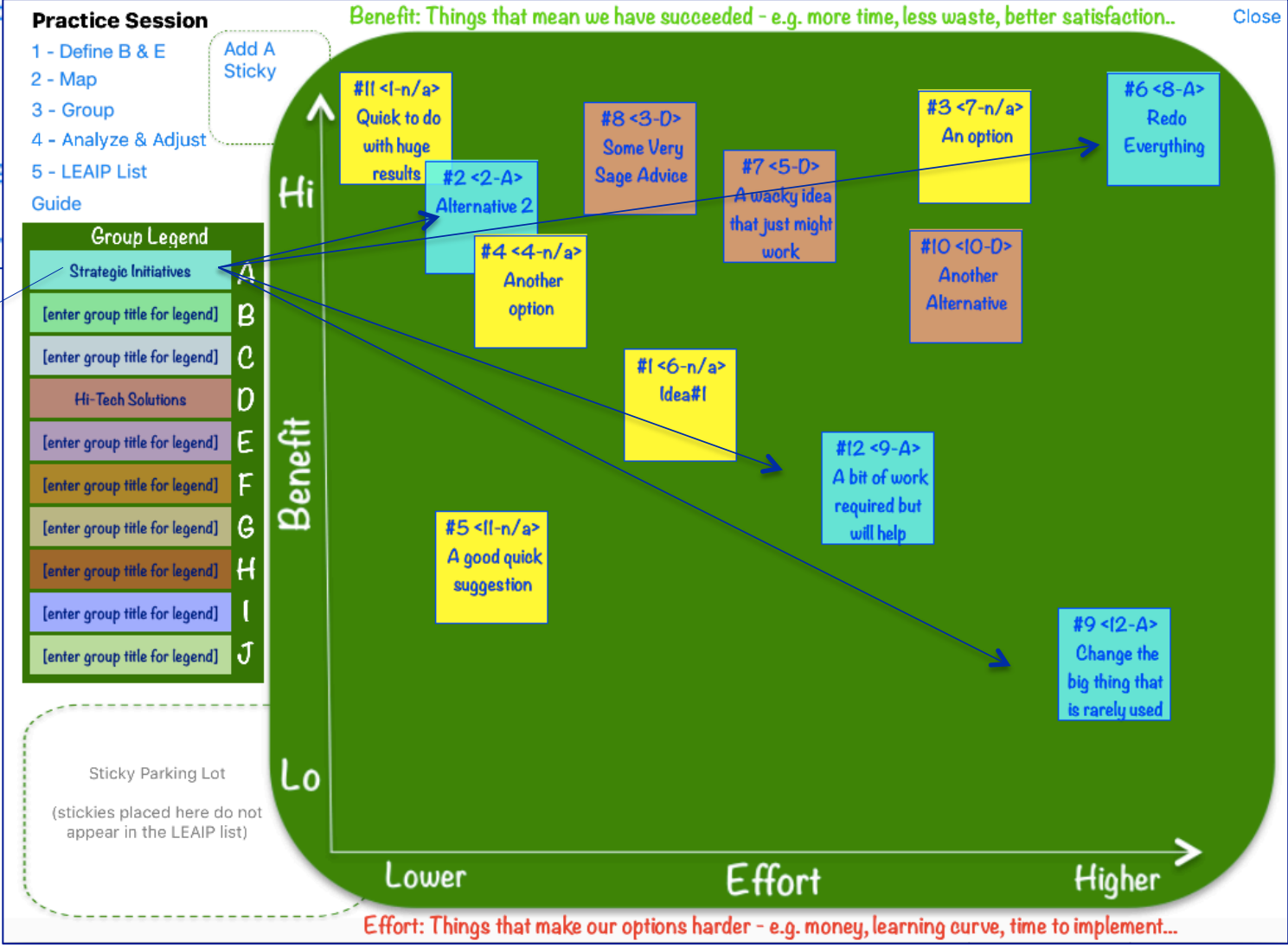
Scroll the picker dial to the appropriate grouping*



* When a Sticky is not assigned to any group use n/a (not assigned)

Step 3: Group – Seeing the Groups

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze
- 5 - LEAIP List



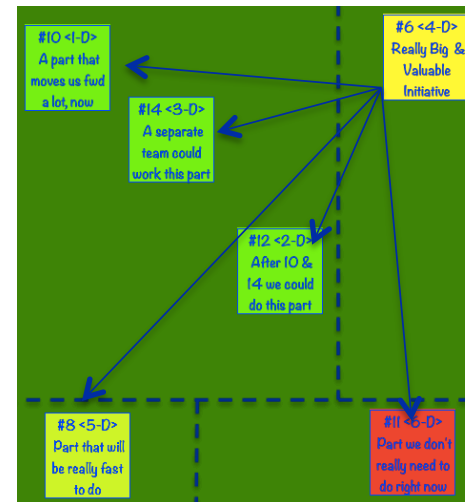
The group label appears on the legend. & Stickies in the group are shown in the grouping's color.

Step 4: Analyze & Adjust

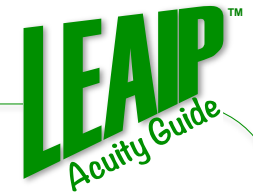
- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

In This Step

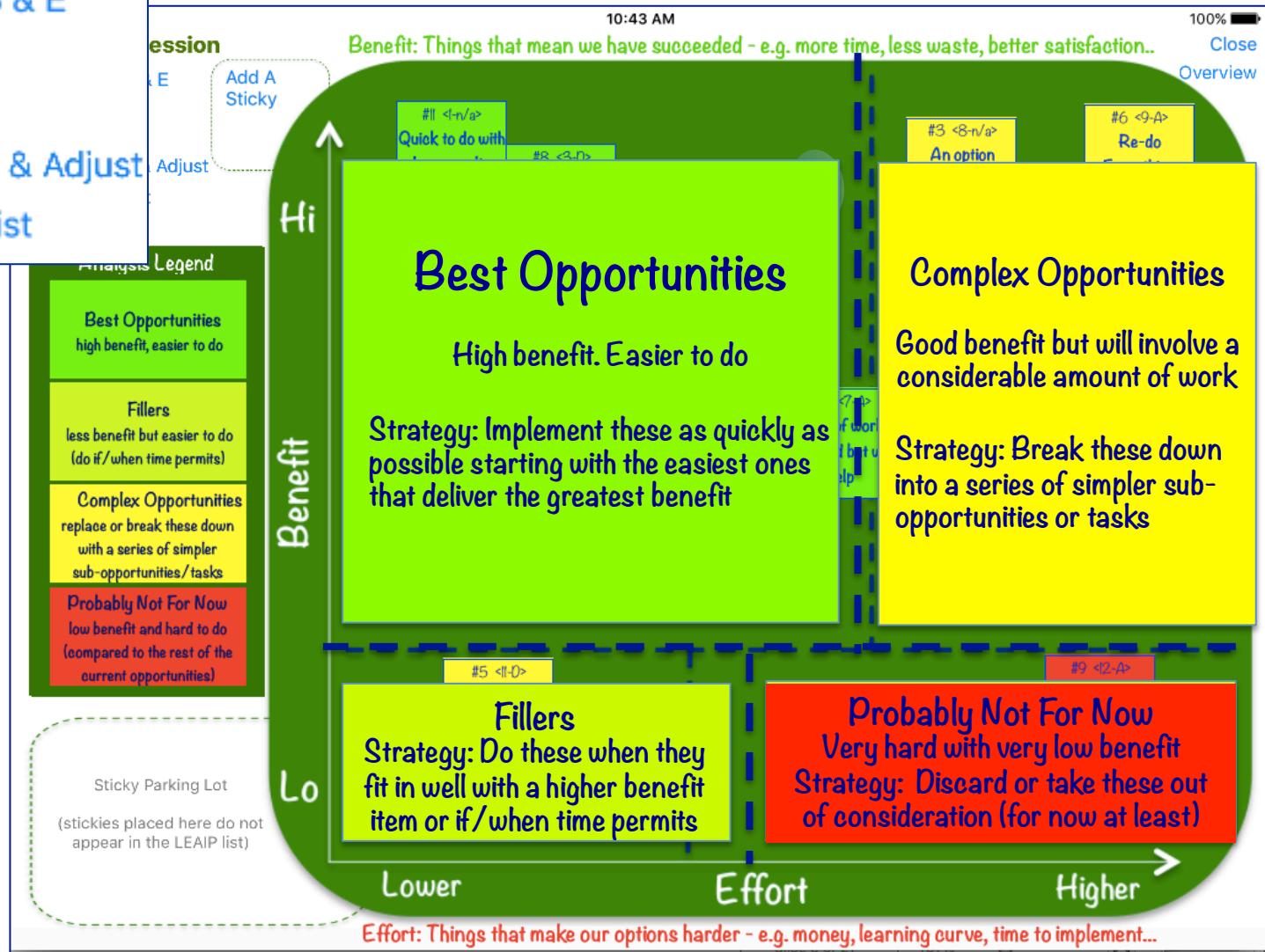
- Stickies are assigned to 1 of 4 quadrants
- and complex opportunities are broken down into a series of sub-items



Step 4: Analyze & Adjust - the 4 Quadrants

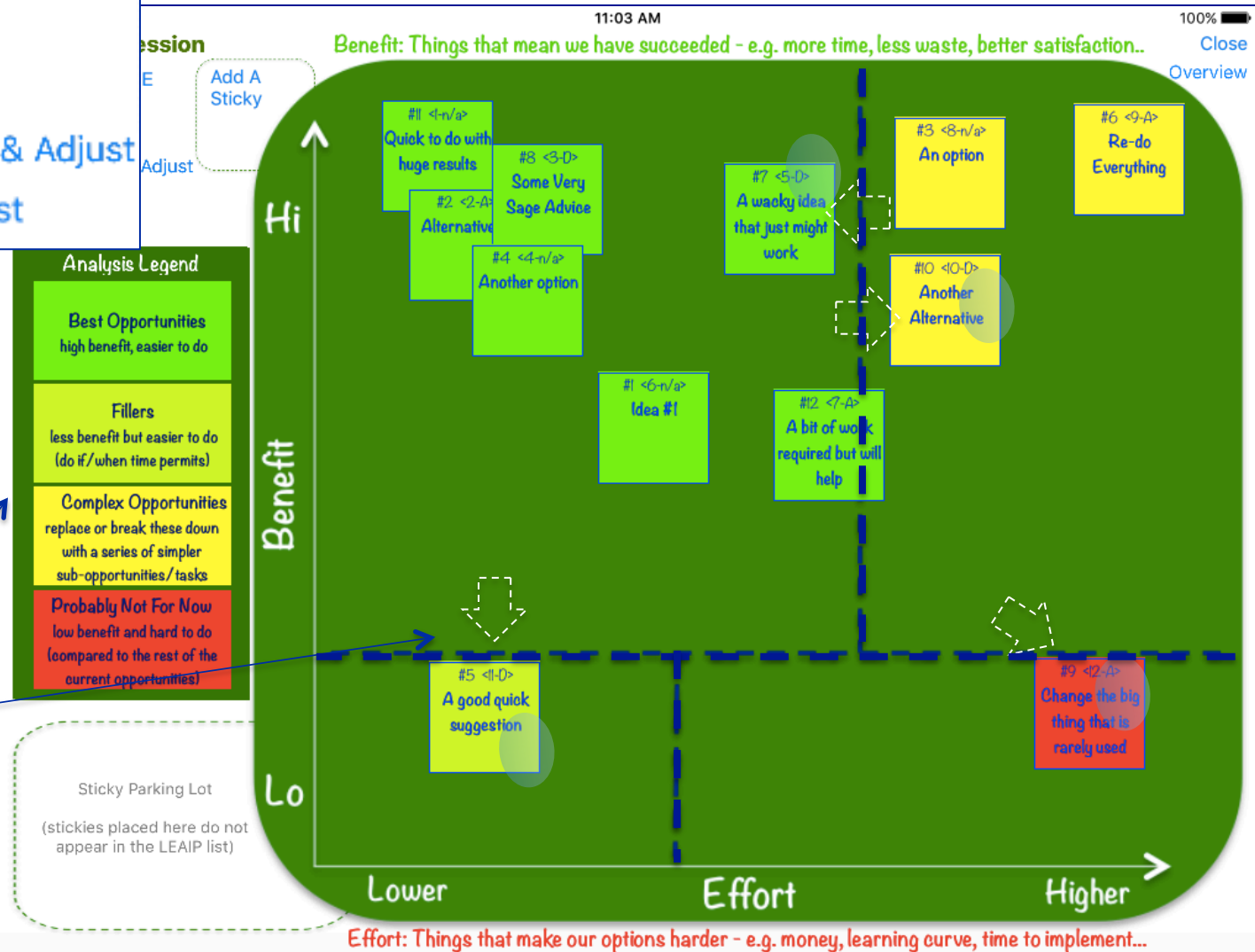


- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List



Step 4: Analyze & Adjust

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List



Readjust the positions of the Stickies according to the quadrant definitions

Step 4: Analyze & Adjust – breaking down complex items

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

In this step, break down complex opportunities, into a series of more manageable sub-items



Mega-items, more often than not, can be broken down into a series of very doable parts.

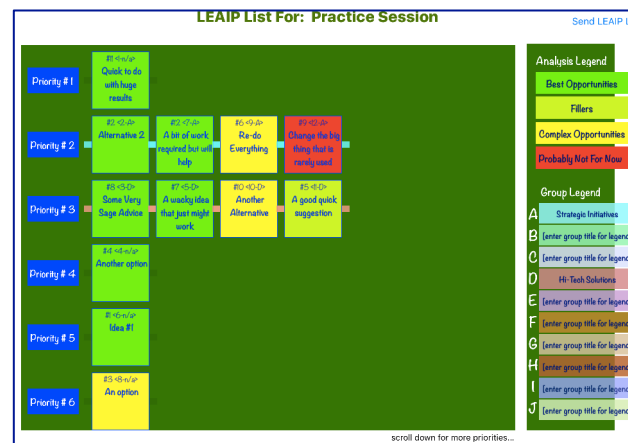
Add the sub-parts as new Stickies with their own group and delete or park the original Sticky

Step 5: LEAIP List

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

In This Step

- Acuity organizes and displays the Stickies in prioritized and sequenced form, from best opportunities to least.
- The LEAIP List can be distributed (e.g. to session participants)



Step 5: LEAIP List - Overview

- 1 - Define B & F
- 2 - Map
- 3 - Group
- 4 - Analyze &
- 5 - LEAIP List

Sticky colors show quadrant (opportunity type)

LEAIP List For: Practice Session

Band colors display group assignments

Send LEAIP List

Priority # 1	#11 <1-n/a> Quick to do with huge results	#12 <7-A> A bit of work required but will help	#6 <9-A> Re-do Everything	#9 <2-A> Change the big thing that is rarely used
Priority # 2	#2 <2-A> Alternative 2	#7 <5-D> A waaky idea that just might work	#10 <10-D> Another Alternative	#5 <11-D> A good quick suggestion
Priority # 3	#8 <3-D> Some Very Sage Advice	#4 <4-n/a> Another option		
Priority # 4				
Priority # 5	#1 <6-n/a> Idea #1			
Priority # 6	#3 <8-n/a> An option			

Analysis Legend

- Best Opportunities
- Fillers
- Complex Opportunities
- Probably Not For Now

Group Legend

- A Strategic Initiatives
- B [enter group title for legend]
- C [enter group title for legend]
- D Hi-Tech Solutions
- E [enter group title for legend]
- F [enter group title for legend]
- G [enter group title for legend]
- H [enter group title for legend]
- I [enter group title for legend]
- J [enter group title for legend]

Priorities are listed in descending order from highest priority:

..top to bottom for groupings and ungrouped items

↑ Hi
↓ Lo

..and left to right within groups

← Hi →
Lo

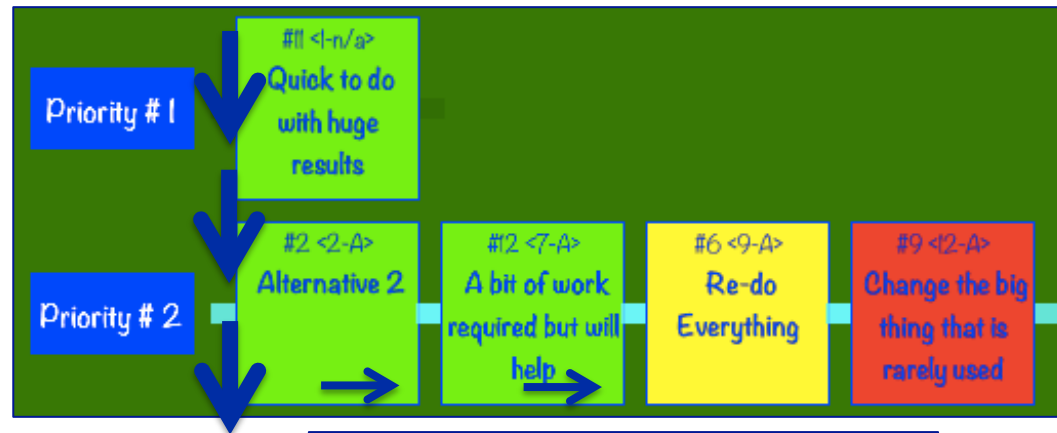
scroll down for more priorities...

Tip: Data for Stickies and groups (group legend items) can be edited in this mode by double-tapping on these items

Step 5: LEAIP List – Using the List

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

Working from top to bottom down the LEAIP List...



...and left to right through any groups

Best Opportunities – make these a reality, fast!

Fillers – if there is time

Complex – if they can be broken down

NotForNow – consider deleting these

The screenshot shows a sticky note application interface. The main card has a yellow background and contains the following information:

- Title:** Quick to do with huge results
- Detail:** Adapt existing code from Project2013
Add connections to wifi devices
- Notes 1:** Kira, Ben & Chen Li have taken this one
- Notes 2:** Started: May 2016
- Notes 3:** Planned completion: Aug 2016

Arrows point from the 'Tip' text to the 'Notes 1' and 'Notes 2' fields.

Tip: A Sticky can be double tapped and the Notes and Detail fields used to keep track of assignments and actions

Step 5: LEAIP List – Completed Stickies

- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List

Notes 1 Kira, Ben & Chen Li have taken this one

Notes 2 Started: May 2016

Notes 3 Completed: Aug 2016 ←

1 - Update the completed Sticky's data

3 - Returning to the LEAIP List, after 2, the priorities have been automatically adjusted for the completed Sticky ready for continuing with the next priorities

Priority # 1	#2 <1-A> Alternative 2	#12 <6-A> A bit of work required but will help	#6 <8-A> Re-do Everything	#9 <11-A> Change the big thing that is rarely used
Priority # 2	#8 <2-D> Some Very Sage Advice	#7 <4-D> A wacky idea that just might work	#10 <9-D> Another Alternative	#5 <10-D> A good quick suggestion
Priority # 3	#4 <3-n/a> Another option			

Repeat 2-4 to load all Stickies

Sticky Parking Lot

(stickies app do not list)

#11 <1-n/a>
Quick to do with huge results

Lo

Lower

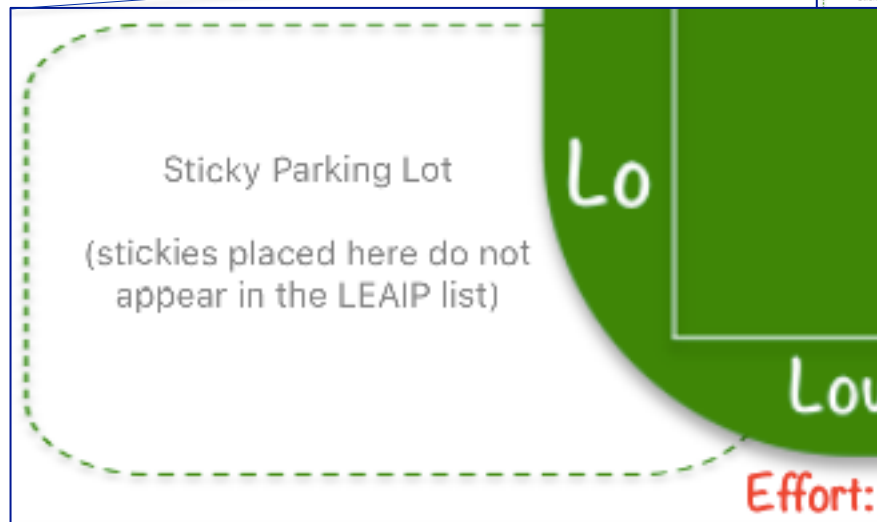
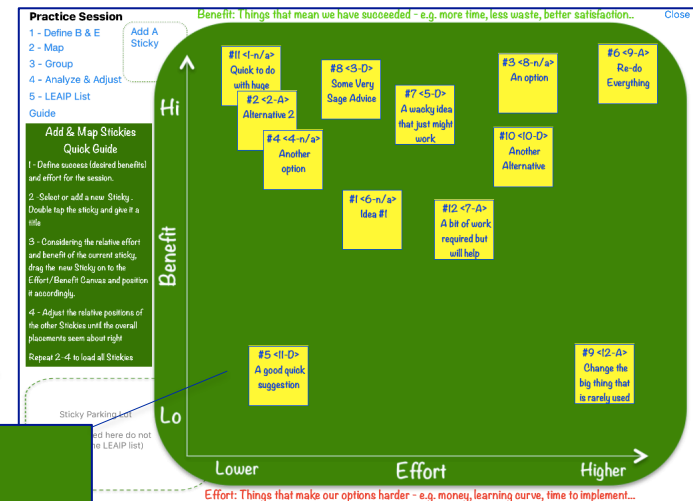
Effort: Things that

2 - The completed Sticky can be moved to the Sticky Parking Lot (to keep a record of progress, actions, accomplishments) or deleted.

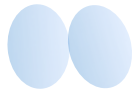
The Parking Lot

Stickies placed here are not included in the LEAIP List
It is a good place for temporarily storing:

- Stickies that need further clarification/consideration
- Stickies to be deleted
- Stickies during repositioning operations on the canvas
- Completed Stickies...



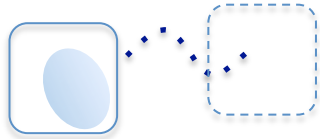
Navigation Guide



Double Tap on a Sticky or Group label – opens data editing functions



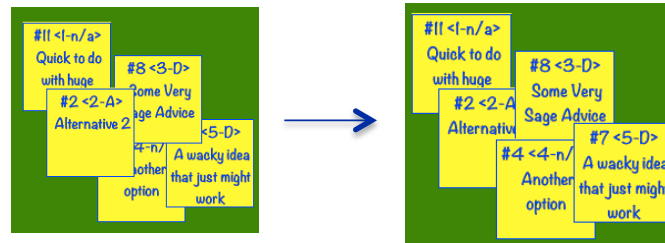
Single Tap on a data field – to enter data or edit in data field



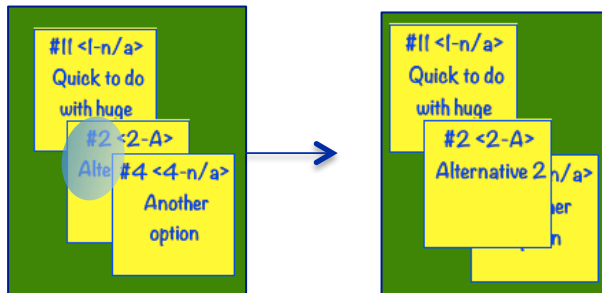
Touch and Drag – moves a Sticky

Tapping on any index item – recalculates rankings and adjusts overlapping Stickers

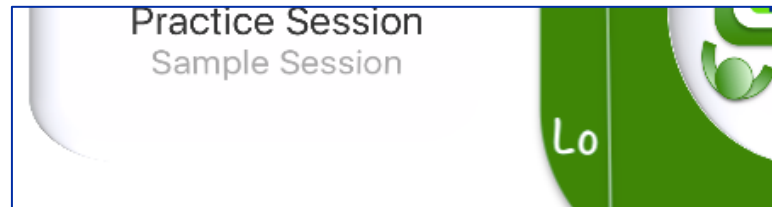
- 1 - Define B & E
- 2 - Map
- 3 - Group
- 4 - Analyze & Adjust
- 5 - LEAIP List



Touching a Sticky - brings the Sticky to the front of the other Stickers

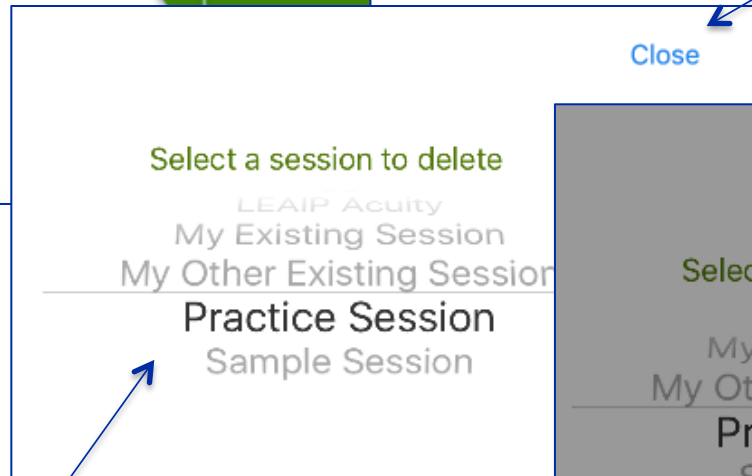


Deleting a Session



Delete a session

Tap here on the session screen



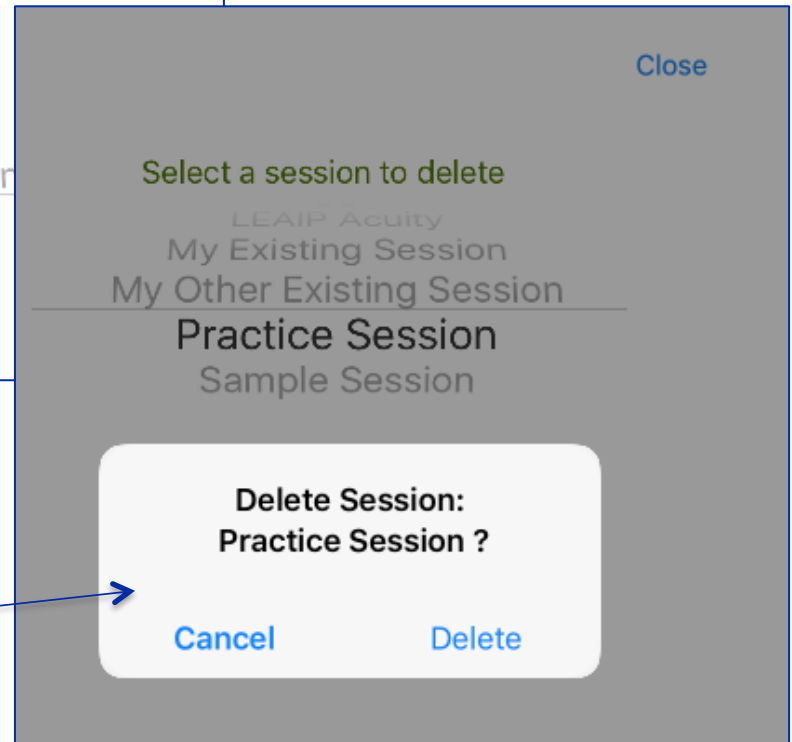
Select a session to delete

LEAIP Acuity
My Existing Session
My Other Existing Session

Practice Session

Sample Session

Scroll the picker dial to the session you would like to delete



Close

Select a session to delete

LEAIP Acuity
My Existing Session
My Other Existing Session

Practice Session

Sample Session

Delete Session:
Practice Session ?

Cancel

Delete

Confirm (or cancel) the deletion

Close (without deleting)

Close

Why LEAIP Acuity is such a Powerful Tool



The LEAIP Compounding Effect

Rapid high-impact advances free up more time/energy/resources for making even further advances. This has a similar amplifying impact on advancement as compounding interest early is well proven to do in finance. We call this the LEAIP compounding effect.

