

Four Steps To Creating A Winning Lineup

Step 1. Create The Lineup

- Lists the acts that should be in each ring in their most simple terms.
- Review the program (list of acts)
- Look for new acts that may need to be brought into the lineup.
- Line up the acts.
- Determine how to make the existing acts successful.

Step 2. Review The Lineup

- For each act ask, “Does it fulfill my purpose?”
- Perform the 3-D Test: What could be:
 - Delegated?
 - Deleted?
 - Delayed?

Step 3. Determine the Timing For The Acts

- What is the best timing for the acts?
- What have timelines or specific dates?
- Where is conflict between rings a possibility?

Step 4. Prioritize Today’s Acts

- Place an “A” next to the most critical acts.
- Place a “B” next to the ones that are important-but not critical.
- Place a “C” next to the ones that are optional (nice to get done).

