



Know the Rules – Win more often!

1-Page Tool

Test & Perfect your **Master Rules: People, Process & Situations**

One of your Master Rules is: *Manage Cash*

You know **Why, Who & How** your **People** are following this **Master Rule**...they know the details.

Situation 2: Your people completed the deal with the new Client from Situation 1...they agreed to 120 payment terms. You have been serving the new Client for 6 months. The account receivable is now aged 150 days...ie, 30 days overdue.

What will your **People** do in response to **Situation 2**?

Step 1: Summary of the **People** involved and the existing **Processes**:

See the notes you made for Situation 1

Step 2: Summary of the areas where **Situation 2** conflicts with the guidelines of **The Master Rule**

Step 3: The outcome you desire: How you want your **Manage Cash Master Rule** to work in practice

Step 4: The **People** and/or **Process** changes you must make to ensure this **Master Rule** is performed

Situation 3: Your people completed the deal with the new Client from Situation 1...they agreed to 120 payment terms. You have been serving the new Client for 6 months. You have just been informed the gross margin for this deal is 18%...