

## We're Thankful for You! 🍁🍁🍁

This month, we wanted to say THANK YOU for all the time, energy, and effort you put into make our kids and our communities all they can be! In this season of Thanksgiving, we are grateful for all that we have, including the wonderful community and customers we get to serve every day.

To that end, we hope that this month's issue of our Industry Update is a blessing to you. We hope that the tools we share here will make your life easier, less stressful, and more productive.

- 1 **Key equipment** you'll need for winter and spring sports programs
- 2 **Practical project management** tips to stay on schedule
- 3 **New leadership tool** to help prioritize and achieve what is most important in this busy season

With these tools, we want to help you tackle this important season, closing out Fall and preparing well for winter and spring so you can enjoy the holidays!

[Keep Reading Below ▼](#)



## Upcoming Needs: Winter & Sprint Sports Equipment

With the end of the Fall semester in sight and Winter gearing up, it's time to start looking at what you need for the next sports season. Checkout some of the most in-demand Winter & Sprint Sports equipment below.

### Portable Goal



Shop

### Soccer Goal



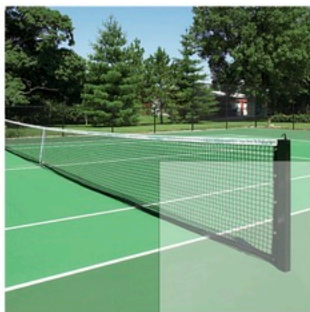
Shop

### Soccer Nets



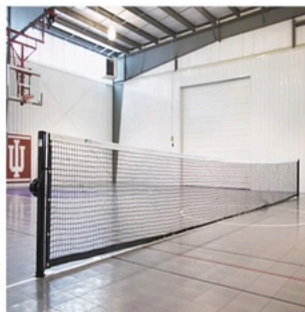
Shop

### Outdoor Tennis Net System



Shop

### Indoor Tennis Net System



Shop

### Outdoor Ground Sleeve



Shop

## Current Needs: Most Popular Right Now

**Gym Equipment:** Wear and tear happens every season. If you've got a broken or missing piece of equipment, pickup what you need with the quick-links below, or if you don't see what you're looking for, click "All Products" to explore the full shop and get what you need.

### Bleacher Parts



[Shop](#)

### Winch & Key Switch



[Shop](#)

### Shot Clocks



[Shop](#)

### Backboard



[Shop](#)

### Rim



[Shop](#)

### Safety Strap



[Shop](#)

### Cover Plates



[Shop](#)

### Wall Pads



[Shop](#)

[Shop SportBiz](#) 

Click to checkout the full store for everything you need

[All Products](#)

### Current Lead Times For...

- **Backboards:** 4-6 weeks
- **Rims:** 3-5 days
- **Backstops:** 6 weeks
- **Padding:** 6 weeks
- **Safety Straps/Winches:** 3-5 days
- **Cover Plates/Floor Sleeves:** 3-5 days
- **Indoor Bleachers:** 12 weeks
- **Outdoor Bleachers:** 4-6 weeks
- **Most Small Parts:** 2-3 weeks

**\*Note:** COVID related supply delays and oil shortages have increased lead times and prices on a number of products, especially pads. If you have a particularly strict deadline, please order early to ensure on-time delivery and feel free to give us a call with any further questions or specific requests (contact Austin Hodge at 678-779-9392).

### Start Doing this Now to Be on Time...

- **Schedule Maintenance now** for large equipment like bleachers, backstops, etc. in order to secure your spot for Fall Break. [Click here to schedule your maintenance appointment](#). For further questions, call/email Austin Hodge at 678-779-9392 or [austin@sportbiz.co](mailto:austin@sportbiz.co).
- **Order any Gym and Basketball equipment now** to be able to use it during this season.

### Annual Project Management Guide...

Most schools tend to do their biggest projects in the summer when school is out. But waiting for April or May to put them in motion means you risk either paying more or missing your deadline. That's why we've put together this Annual Summer Project Management Guide to help you keep track and deliver your most important projects on time and on-budget every year. **Each month, we highlight the phase of project planning you should be working on** to help you stay on track.

Month	Action
January	Finalize <b>Projects</b>
February	Finalize <b>Projects</b>
March	Submit <b>Orders by End-Of-Month Latest + Schedule Maintenance</b>
April	Factory <b>Production</b>
May	Factory <b>Production</b>
June	Coordinate <b>Deliver, Install, Punchout</b>
July	Coordinate <b>Deliver, Install, Punchout</b>
August	Coordinate <b>Deliver, Install, Punchout</b>
September	Complete <b>Maintenance</b>
October	Review <b>Needs for Next Year</b>
November	<b>Team Discusses and Prioritizes Projects</b>
December	Gather <b>Quotes</b>

## Contact » For Maintenance or Help with Custom Project

For help with **Custom Projects, Project Planning, or to Schedule Maintenance**, just call or email Austin Hodge at 678-779-9392 or [austin@sportbiz.co](mailto:austin@sportbiz.co) to arrange your [maintenance appointment](#) or help with your project.

X-FACTOR






GIANT

Source: Adapted from the Eisenhower Matrix

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## How It Makes Your Life and Work Better in 5 Minutes

- A simple way to help you get more done with less stress
  - A powerful tool for prioritizing what's important
  - An effective way to eliminate distractions
  - A framework to help you make the most of your time, money, and resources
  - Take 5 minutes daily to apply this tool and you'll find yourself with better 
- Culture*  *Performance*  *Relationships*

## Learning the Tool (2 mins)

**The X-Factor helps us identify and execute key priorities**, equipping us to focus on what is most important to the success of the individual and team.

**It helps us do this in two ways** - by giving us **criteria** to use as filters for identifying and prioritizing our tasks; and then, by giving us **direction** on how we should handle each type of task so that it is dealt with in the most efficient and effective manner appropriate to its significance.

**The criteria we use are Importance and Urgency.** So let's take a look at the various ways we categorize tasks and what we should do about them. We will walk through them in the order of importance and how we filter them through the criteria.

**High Importance AND High Urgency:** The tasks that should occupy our primary focus and immediate resources are those that are both Highly Important AND Highly Urgent. So we ask the question, are we focused here? Because we should be. It is significant for the

**High Importance AND High Urgency:** The tasks that should occupy our primary focus and immediate resources are those that are both Highly Important AND Highly Urgent. So we ask the question, are we focused here? Because we should be. It is significant for the team or individual (important) and it is due soon with a deadline approaching rapidly (urgent).

**High Importance but Low Urgency:** We consider these tasks next and we ask ourselves the question, "Do we have a plan for this?" Since it's not due right away, it doesn't have to be done now. But the time will come and we should put a plan in place to make sure it's taken care of since it's highly important.

**Low Importance but High Urgency:** A deadline is fast approaching, but it's not very important. At this stage, we ask ourselves "Can I afford not to do this?" If the answer is "Yes, I can afford not to do it," then it's likely not worth the resources or time to do it because it won't help us very much. But if we answer "No, we can't afford to miss this" then it should be reconsidered as Highly Important AND Highly Urgent and given the appropriate focus and resources to execute it.

**Low Importance and Low Urgency:** Finally, we have the items that are neither urgent, nor important and we should ask ourselves "Can anyone else do this?" or do we just not do it at all? You might consider if it is more important for someone else's roles and responsibilities as well.

In any case, the **ability to focus on important tasks** that will create the most significant contribution and progress in our work is crucial for high performing teams. It is the "X-Factor" that separates high performing teams from mediocre ones. Additionally, individuals and teams that fail to prioritize and execute effectively will also undermine their culture as well when people lose confidence in the priorities of the leadership or individual. So execute with intentional, effective action using the X-Factor tool and process.

## Do this Exercise (3 mins)

1. **Identify 3 things you are doing today.** Then plot them where you think they fall on the X-Factor.
2. **Answer the question:** "Are there any important/urgent things you should be focusing on instead, or no? Why do you think this?"
3. **Discuss with your team:** Share what you think you should do to prioritize your time and tasks more effectively.

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## Thank You!

We hope you've found this edition of our monthly SportBiz industry update helpful and thanks for spending time with us today.

**Our goal is to help make your life and work easier and more productive with the tools, tips, and quick links we provide each month.**

So if you ever have specific questions, challenges, or equipment topics you would like us to discuss in one of our monthly emails, just let us know and we'd be happy to incorporate it into an upcoming edition or to connect with you directly if it's urgent.

Thanks again for being part of this community and have a wonderful rest of the day!

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