## **HOW-TO GUIDE: NXT-9 NAVIGATOR**



There are five steps to master the art of scaling your business successfully:











Are you unsure what you should be doing or how to track what you are doing? NXT-9's Navigator helps you build a plan by allowing you to assign your crucial business-building priorities to your team and track their progress. You can automatically update your Business Maturity Index score as your team executes their priorities.

CHECK OUT OUR PRODUCT CARD for a comprehensive overview of NXT-9's products and key features.

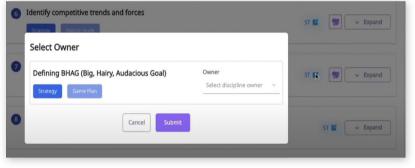


## **PLAN**

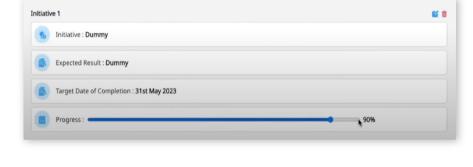
Each CEO and the team members who have completed the X-Ray Survey **LOGIN** to their NXT-9 dashboards and CLICK on the X-Ray button to go to the Recommendations section of the X-ray report.



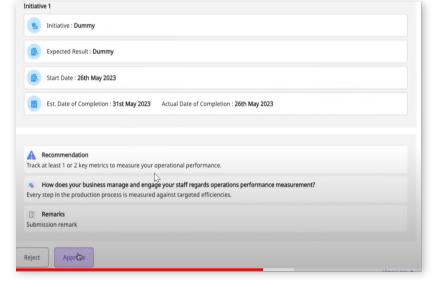
The CEO can **ASSIGN** ownership of each of the top recommendations listed to specific team members to implement. Their initials are listed and an email is triggered to alert them of their responsibility to improve the practice.



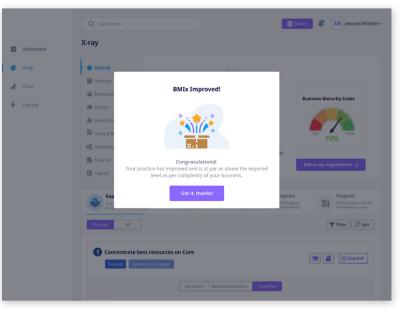
Team members **WORK ON** the actions related to the initiatives and when progress is 100%, they **SUBMIT** the initiative to the CEO for approval by the CEO.



The CEO ACCESSES the list of team member initiatives under the Pending for approval tab. Here the CEO can VIEW all the details related to the particular initiative.

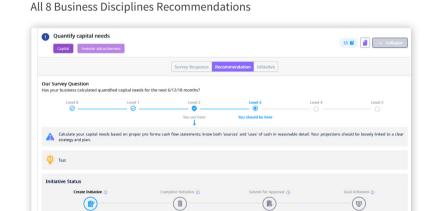


If the CEO approves that the practice has been improved, the business' overall BMiX and the Maturity Index for the relevant business discipline are automatically UPDATED to show how your business growth gaps are being closed.



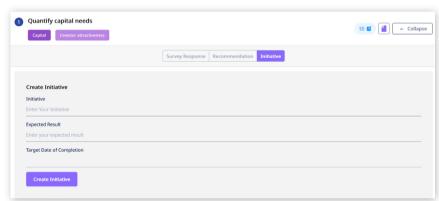
**CLICK** on the Coach Top 10 under Recommendations and **CLICK** Expand to view comprehensive details regarding the specific practice that needs to be improved..

## **FREEMIUM PLAN Execution Discipline Recommendations PREMIUM PLAN**



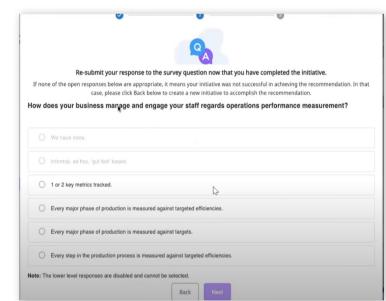
Team members ACCESS the Assigned to me tab and CLICK on the list of practices they are responsible for improving. They then **CREATE** as many initiatives as they need to improve the practice. These initiatives can be updated at any time.

Due date reminder emails are triggered for each initiative.

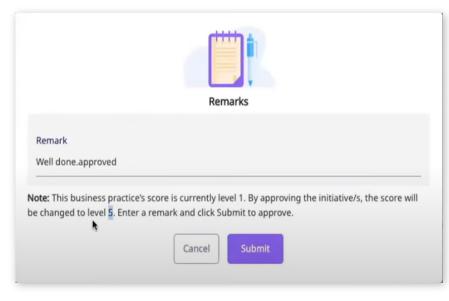


On submission, the platform **REMINDS** team members of the recommendation and invites them to create another initiative if they do not think they have improved the practice fully.

Otherwise, on submission an email is triggered to the CEO.



On approval, the CEO will be **SHOWN** the update to the discipline score associated with the practice.



The CEO and team members can ACCESS NXT-9's Academy at any time to find just-in-time tips, tools and templates to help them design and execute initiatives that  $% \left( 1\right) =\left( 1\right) \left( 1\right)$ will implement the recommendations.

