

## Workplace Numbers and Statistics

### Classifying Exercise

**Instructions:** Classify the following items into the correct category below. Some items may fit into more than one category.

\$2 million Q4 budget | Complete in 10 days | 5,000 units in stock, 10,000 incoming | exceed target by 15% | 500 units, 20% discount | 8% growth, 12% target | 3 speakers, 90 minutes | 4 weeks to prototype | 15,000 sq ft, \$2.5 million property | 30-minute update installation | 1 PM flight to Tokyo, 21st-22nd conference | \$10,000, 7% return, doubles in 10 years | 5 positions, 200 applications | 85% 'excellent' rating | 3-year contract, 2-year renewal | 500,000 reach, 3% conversion | \$150,000 net profit | 6 modules, 20 hours | 10,000 visitors, \$75 cart value | 25% efficiency increase

Financial Metrics	Productivity	Timeframes and Deadlines	Inventory and Supply	Customer and Market Reach	HR, Learning and Development

### Ranking Exercise: Significance of Financial Metrics

**Instructions:** Rank the following financial metrics from most to least significant for a startup's first year of operation. Provide a brief explanation for the top-ranked item.

- \_\_\_ 85% rated service as 'excellent'
- \_\_\_ Net profit this quarter was \$150,000
- \_\_\_ 10,000 website visitors last week, average cart value of \$75
- \_\_\_ Order 500 units for a 20% discount
- \_\_\_ Last campaign reached 500,000 people, 3% conversion rate
- \_\_\_ Year-over-year growth of 8%, targeting 12% for next year
- \_\_\_ Increased efficiency by 25% in the first 3 months

**Explanation for top-ranked item:** \_\_\_\_\_

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