

ACTION PLAN - HOW MUCH AND BY WHEN

WHAT - What are the two (2) high leverage activities that will improve over the next 30 days?

1. _____ 2. _____

HOW - What specific actions and/or development are required?

1. _____

2. _____

WHEN - When will the individual complete the “How” assignment?

1. _____ 2. _____

HOW MUCH - What improvement (outcome) is expected over the next 30 days?

Other Comments: _____

This Month's Goals					
Repair Sales	GP \$	Internal Redo %	Supervisor Initial/Date	Service Manager Initial/Date	Follow-up Date