

PARTS HOMEWORK – ACTION PLAN

S Specific **M** Measurable **A** Achievable **R** Relevant **T** Time bound

What is your goal? What do you want to achieve? From what metric? To what metric? By what date?

Example: "I will decrease my 5K run time from 30 minutes to 21 minutes by June 15."

My Wholesale has reached it's capacity w/ over 250K in sales a month and 3 drivers my action plan is simple.

I want to maintain my sells and also have my receivables cleaned up so nothing is due past 60 days at any given time.

How does this goal align with or support your dealer's vision?

What are the BENEFITS of achieving your goal? What are the CONSEQUENCES if you don't?

Why is this goal important to you?

This benefits the dealer by making sure that accounts are paying on time, and not having our money sitting out there as a liability in case a shop goes belly up. The consequence of not staying on top of accounts would be the possible loss of our capital. If my accounts are ugly I could be fired.



What specific actions or steps will you take to accomplish your goal? What will you do differently or improve?
 For each, be sure to include necessary resources, who is accountable, the measurable result, and dates.

SPECIFIC ACTION/ STEP	NECESSARY RESOURCES?	WHO IS ACCOUNTABLE?	EXPECTED RESULT?	EXPECTED COMPLETION DATE?	ACTUAL COMPLETION DATE?	CHECK OFF
Run AR Schedule weekly	DMS	Me		Monthly weekly		<input type="checkbox"/>
Call Accounts who are past phone due		Me	payment sent	weekly		<input type="checkbox"/>
						<input type="checkbox"/>
Email Invoices that are past due	Email	Me	payment sent	weekly		<input type="checkbox"/>
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How will you track your progress? Where will you find the information? How often will you check in?

I will track progress by running the AR Report every Tuesday.

Potential Obstacles?

Potential Solutions?

Unable to get a hold of the right people to get the bill paid

NOT giving up until YOU find the right person who can help YOU. Make a list of contacts so that it is easier in the future.

BOTTOM LINE! What is the financial impact (expressed in dollars) of achieving your goal?

Depends on the month. Over 30K a month.

CONGRATULATIONS! You've accomplished your goal! You added or adjusted policies, procedures, and behaviors. Now what? How will you ensure you and your staff do not fall back into the previous habits that produced poor results? Be specific.

Hold myself and my Accounts more accountable