



HOMework ACTION PLAN

S SPECIFIC **M** MEASURABLE **A** ACHIEVABLE **R** RELEVANT **T** TIME-BOUND

Name Jodi Baynes Class # N436
Dealership Mountain View Nissan Date 7/1/2024

Current Situation or Challenge to be Addressed:	Need for set office meetings		
Current Performance Level (include specific measure):	Currently the meetings are as needed by manager		
Goal (what do you want to achieve?)	Time set aside bi-weekly to meet with each office.		
Goal Performance Level (include specific measure)	Meeting dates set, shared with staff. Occuring bi-weekly with an agenda.		
Goal Start Date:	9/9/2024	Goal End Date:	9/23/2024
First Check-in Date:	9/9/2024	Performance Objective:	Ensure meeting with agenda takes place
Second Check-in Date:	9/23/2024	Performance Objective:	Ensure meeting with agenda takes place
Third Check-in Date:	10/31/2024	Performance Objective:	Check with staff, get feedback on meetings/improvements etc
Fourth Check-in Date:	12/31/2024	Performance Objective:	Final check to see if any adjustments for the upcoming year need to be addressed for meetings.
How does your goal align with the dealers' vision?	See areas employees are struggling or may need additional training. Open up better communication as a department and help build the team to work together focusing on each others strengths and weaknesses.		
What are the potential benefits of achieving your goal?	By discussing challenges as a group, allowing each team member to have input the potential for the best solutions is on the table. Arriving at the solution as a team will also help strengthen the office as a whole.		

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What are the potential consequences if you don't achieve your goal?	By doing this managers can learn about problems or possible upcoming challenges beforehand. This allows for preventing fires instead of putting them out. The consequences for not having these meetings will be not having this knowledge.
Why is the goal important to you?	Allow staff to have a set time to discuss challenges and come up solutions.
Potential Obstacles	Keeping the staff focused, understanding the purpose.
Potential Solutions	Agenda for meeting sent to staff prior to meeting.
BOTTOM LINE! Financial Impact of Achieving Your Goal (expressed in dollars)	There is not a dollar figure I can put on this, the financial impact can potentially be high depending on the challenge/issue uncovered and diverted.

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 RESOURCE(S)	ACCOUNTABLE PERSON(S)	EXPECTED RESULT	START, END, & CHECKPOINT DATES
Set meeting dates	Agenda	Myself	First meeting	09/09/2024
Conduct Meeting	Agenda	Myself	meeting	09/09/2024
Meet specfically for feed back	Click or tap here to enter text.	Myself	Feedback, changes need to be made for meeting	10/31/2024
Meet specfically for feed back	Click or tap here to enter text.	Myself	Feedback since changes, any more changes for next year	12/31/2024
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



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As you work toward your goal, it's important to have interim check points with specific, measurable objectives so your team can hold themselves accountable. If everyone knows the goal and objectives, you don't have to spend your valuable time micromanaging.

Once you've accomplished your goal, 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.

Preset dates and times for meetings

Describe any planning or implementation meetings conducted as part of development of your plan.

Meet with office managers prior to meeting to help with Agenda.

Sponsor Signature: _____