ACTION PLAN 1

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?

My goal is to reduce contracts in transit as a percentage of sales to reduce notes payable, and I would like to start immediately to see significant progress by August 1st. We are on-boarding a new Doc-u-sign/E-contracting program that includes a new "Heat Sheet" that will help to streamline funding.

BOTTOM LINE: Benefits of Achieving Your Goal

The benefit to this new process, besides offering the customer a more convenient delivery, will speed up the funding process with fewer mistakes and more accountability, which will decrease the amount of days it takes to get Cash in Bank.

Consequences of Not Achieving Your Goal

Not achieving this goal will slow the Funding process, which ties up Cash in Hand.

When will you start? Immediately.

How will you gauge your progress? When? Using which metrics?

I will measure CIT and days against average days to fund. I will do this daily as a new process and make sure it is enforced.

What specific actions will you take to achieve your goal? Who can help you?

I will require that the new process is adhered to by everyone that is already involved with the Contracts and Funding Process, ie: Finance Managers, Office Clerks, Office Manager, and Controller.

Potential Challenges?

The only challenge would be staying the course, and not straying from the new funding process, by holding each person accountable for their part.

Potential Solutions?

Daily supervision and enforcement.