



HOMEWORK ACTION PLAN

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

Name BEN (LONG) TRAN Class # N384

Dealership TOYOTA OF IRVING Date 1/19/2022

Current Situation or Challenge to be Addressed:	PROPER STRUCTURE FOR SALES MEETING TO BE MORE EFFECTIVE.		
Current Performance Level (include specific measure):	UNPREPARED MEETINGS, SOUND LIKE A BROKEN RECORD ON REPEAT AND DOES NOT MOTIVATE		
Goal (what do you want to achieve?)	AN EFFECTIVE SALES MEETING THAT WILL MOTIVATE SALES TEAM TO BE PROACTIVE		
Goal Performance Level (include specific measure)	EXPERT MOTIVATOR. SALES TEAM COMPLETING ALL TASK WITHOUT BEING MICRO MANAGED. TO PROSPECT AND CREATE OWN CONTENT TO BRING IN MORE TRAFFIC.		
Goal Start Date:	3/1/2022	Goal End Date:	6/1/2022
First Check-in Date:	3/15/2022	Performance Objective:	TO SEE IF TASK ARE BEING DONE ON THERE OWN.
Second Check-in Date:	4/15/2022	Performance Objective:	COMPARE TRAFFIC AGAINST TASK AND SEE RESULTS
Third Check-in Date:	5/15/2022	Performance Objective:	COLLECT ALL DATA TO SHOW RESULTS
Fourth Check-in Date:	6/1/2022	Performance Objective:	CONSULT WITH SALES PERSON ON PERFORMANCE LEVEL.
How does your goal align with the dealers' vision?	CREATES PROFESSIONAL SALES TEAM. HAVING EVERYONE ON THE SAME PAGE DOING WHAT NEEDS TO BE DONE WITHOUT BEING MICROMANAGED WILL CREATE MORE OPPORTUNITIES AND TIME TO HANDLE OTHER TASK.		
What are the potential benefits of achieving your goal?	MORE DEALS, SELF CONFIDENCE IN SELF(EVERYONE) MARKET SHARES, CSI OVERALL IMPROVED PERFORMANCE IN ALL AREAS/DEPARTMENTS		
What are the potential consequences if you don't achieve your goal?	LOSING CUSTOMERS TO OTHER DEALERS THAT ARE EFFECTIVELY MOTIVATING TEAM IN SALES MEETING. LOSING POTENTIALLY TALENTED SALES PEOPLE. LOSING MONEY.		



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Why is the goal important to you?	ANYONE CAN BE A SALES MANAGER, PENCILING AND DESKING DEALS IN LITTLE TIME. BUT TO EFFECTIVELY MOTIVATE AND CREATE 10 HEROES TO ALL BE THE BEST VERSION OF THEMSELVES AND COMPLETING TASK THAT CREATES MORE OPPORTUNITIES ON THERE OWN WILL CREATE MORE BUSINESS AND A FANTASTIC CULTURE AT OUR DEALERSHIP.
Potential Obstacles	SALES PEOPLE PUSH BACK. UNMOTIVATED TEAM. NO TASK COMPLETED
Potential Solutions	PERSONAL ONE ON ONE. UNDERSTANDING INDIVIDUALS ON PERSONAL LEVEL AND APPROACH IN A WAY THEY WILL UNDERSTAND AND APPRECIATE.
BOTTOM LINE! Financial Impact of Achieving Your Goal (expressed in dollars)	STRENGTHENS CONFIDENCE IN SELF WHICH WILL INCREASE OF GROSS PROFITS IN ALL AREAS. MORE CUSTOMERS, MORE DEALS, MORE OPPORTUNITIES, IMPROVED CSI, INCREASED MARKETSHARES.

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
REVIEW DAILY TASK TO SEE WHATS BEING DONE. HOLD A STRUCTURED MEETING ABOUT WHATS TO BE EXPECTED	CRM AND LOG	ALL MANAGERS AND SALES TEAM	COMPLETED DAILY WORKPLANS WITH QUALITY VS THEM JUST CLICKING TO COMPLETE	SHOULD BE DONE DAILY
COLLECT ALL DATA FOR THE WEEK AND CREATE TABLE TO PRESENT. HOLD A STRUCTURED MEETING ABOUT THERE PERFORMANC MTD	CRM AND LOG AND PAYING ATTENTION TO WHAT THEYRE DOING THROUGH OUT THE DAY	MANAGERS	TO SHOW SALES TEAM, THERE EFFORTS IN COMPLETING TASK WITH INTENTIONS AND QUALITY IS NOT BEING WASTED.	SHOULD BE DONE EVERY HALF OF THE MONTH.
COLLECT ALL DATA FOR THE MONTH. AND DO A ONE ON ONE THERE PERFORMANCE	CRM AND LOG AND PAYING ATTENTION TO WHAT THEYRE DOING THROUGH OUT THE DAY	MANAGERS	TO SHOW MORE OPPORTUNITIES AND DEALS ARE DONEWHEN TASK ARE DONE W/QUALITY	ONE ON ONE WHEN HANDING OUT WASHOUT SHEET TO SHOW PERFORMANCE.



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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.

TRUST BUT VERIFY. FOLLOW DAILY TO ENSURE THEY'RE EFFECTIVELY COMPLETING TASK. DISCUSS WITH TEAM ON THERE PERFORMANCE AND SHOW WHAT THEY'RE DOING, WHAT THEY'RE NOT DOING, WHAT THEY CAN IMPROVE AND SHOW RESULTS FROM THERE EFFORTS

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

DISCUSS WITH OTHER MANAGERS WHATS TO BE EXPECTED AND HOW IT NEEDS TO BE DONE. ALL MANAGERS NEEDS TO BE ON THE SAME PAGE AND PLAN OUT WHAT WE WANT ACCOMPLISH. STRUCTURING MEETINGS TO DISCUSS WHATS TO BE EXPECTED AND WHAT NEEDS TO BE WORKED ON. COLLECT DATA TO ACCURATELY SHOW RESULTS. BREAK SALES STAFF INTO TEAMS AND EACH MANAGER WILL RESPONSIBLE OF A TEAM SO THEY'RE NOT OVER WHELMED WITH TOO MANY PEOPLE AND HAVE MORE TIME FOR PERSONAL ONE ON ONE'S.

Sponsor Signature: _____