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 specific goal is reduce our CIT. Currently it sits at around 5 days per deal and I think a reasonable goal would be 3 days per deal by 4/30. I'm in finance and I feel consistently good about being able to follow up with our finance managers and get their deals pushd through. I also am in process of getting a semi annual bonus approved if we are able to stay under the 3 days.

BOTTOM LINE: Benefits of Achieving Your Goal

Better cash flow, smarter handling (efficiency and follow through) of our deals.

Consequences of Not Achieving Your Goal

lagging cash flow, accounting messes, deals that may eventually follow through or time out.

When will you start? 3/1

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

CIT is something we have passively measured for a long time so I am using Route 1 generated reports daily to make this possible. Also using the contracts featuring and being active everyday about sending out a missing items sheet every morning.

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

1. Daily action sheet on contracts that have not been funded.
2. Individual lender funding checklists completed in every deal. Made it a point to accounting that deal is not to be paid unless that checklist is in there.
3.Semi annual bonus tracking for finance managers.

Potential Challenges?

Our finance team has been in place for over 15 years and has never had a huge emphasis on changing things or tracking CIT.

Potential Solutions?

Monetary incentives. Consistent tracking.