

## Smart Goal/ Action Plan

I set a goal for myself to stay focused on daily reports/schedules that I work directly with. After having the sit down with my controller, I learned that things can get put on the back burner quickly if you don't stay on top of them. I plan to be more vocal when things need to be handled in a timely manner. I plan to help with outstanding C.I.T./deposits to have the scheduled clean and accurate by the end of each month. I also would like to help other staff with their reports especially with receivables. I am willing to double team any outstanding issues along with her to help collect as much as possible.