


Know Where to Focus

Your Progress Report

The first thing you and your team should do is to set up a time to conduct a thorough review of where you are in this program. This involves discussing each of the best practices covered to date (including this one) and identifying the status of each. You can use the “Progress Report” at the front of your binder to easily capture this assessment. You will be itemizing each best practice as follows:

- Started It
 - Making Progress
 - Complete!
- 

Your Annual Strategic Plan

The Annual Strategic Plan provides a great document to capture key aspects of where you want to take your business and what you need to focus on to make it happen.

