

1-3-5 GPS Example

Primary Goal: Create an operations manual by documenting administrative tasks by June 1

Priority #1: Implement a new CRM			Priority #2: Formal routine acctg tasks			Priority #3: Update Ops Binder		
Specific Steps	Who	When	Specific Steps	Who	When	Specific Steps	Who	When
Spend a total of six hours per week in HS learning/development lead generation activities	Sharon	5/1/20	Complete routine admin task calendar	Sharon	5/1/20	Spend a total of six hours per week in HS learning/development lead generation activities	Sharon	5/1/20
Create templates for weekly MN emails	Mark	5/1/20	Learn and document data collection for client invoicing	Sharon	5/1/20	Create and document sales and marketing admin tasks in conjunction with HD implementation	Mark	5/1/20
Identifying priorities for future implementations	Sharon	5/1/20	Draft annual budget pulling data from 2019 actual exp	Mark	5/1/20			

1-3-5 GPS Sheet

Primary Goal:

Priority #1:			Priority #2:			Priority #3:		
Specific Steps	Who	When	Specific Steps	Who	When	Specific Steps	Who	When

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Priority #1:			Priority #2:			Priority #3:		
Specific Steps	Who	When	Specific Steps	Who	When	Specific Steps	Who	When