



ACTION PLAN

Top 3 Things



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Write all the tasks that came to mind on a separate paper. Then list the potential revenue, # impacted and support needed for each. Next, prioritize which order to do the tasks based on revenue, impact & support. Write the top 3 below and the rest on the back. Lastly, add an anticipated "complete by" date along with related steps.

1) _____
 Complete by _____ Potential Revenue \$ _____ # Impacted _____
 Support Needed: _____
 Related Steps:
 1) _____ Complete by _____
 2) _____ Complete by _____
 3) _____ Complete by _____

2) _____
 Complete by _____ Potential Revenue \$ _____ # Impacted _____
 Support Needed: _____
 Related Steps:
 1) _____ Complete by _____
 2) _____ Complete by _____
 3) _____ Complete by _____

3) _____
 Complete by _____ Potential Revenue \$ _____ # Impacted _____
 Support Needed: _____
 Related Steps:
 1) _____ Complete by _____
 2) _____ Complete by _____
 3) _____ Complete by _____

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