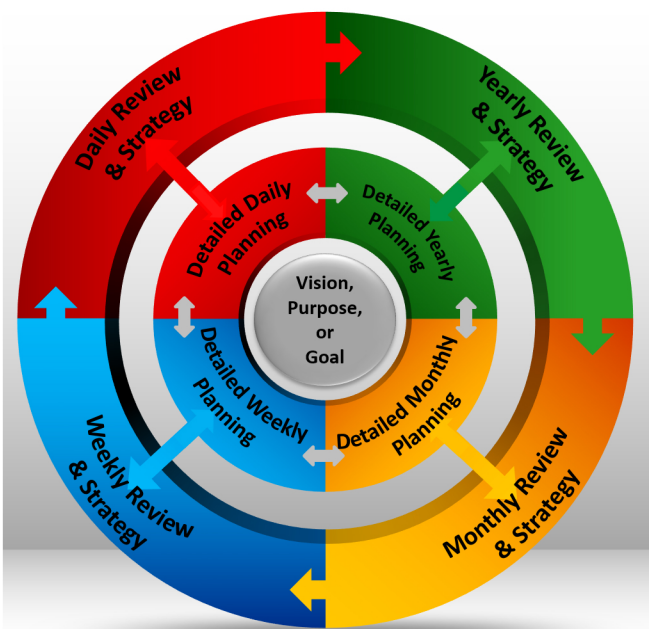


Organization System



At the Start of the Year

- Review business vision and high level goals
- Review market trends that may impact the business or the strategy
- Adjust the business strategic plans as required
- Set up SMART goals for the next 12 months to achieve the strategy
- Break the goals into monthly plans

At Each Month End

- Review what was accomplished against the plan for the month
- Review the status of the overall business
- Review changes in the marketplace
- Adjust strategy if required
- Reallocate resources as required
- Set up goals for next month
- Break goals into weekly targets for the next month

At Each Week End

- Review the week and the progress against goals
- Review progress for the month and identify gaps
- Review the activities for next week
- Reallocate resources if needed
- Adjust next week's activities as required
- Build DAILY ACTION PLAN for Monday

At End of Each Day

- Review the progress against the daily goals
- Note areas that need more focus
- Review activities for next day
- Adjust calendar blocks as required
- Build DAILY ACTION PLAN for next day

