

## Three Month Action Plan / Sample Only

<b>GOAL</b>	<b>PLAN FOR ACHIEVING</b>	<b>STATUS/NOTES/COMPLETION DATES</b>
<p>Hold monthly firm-wide meetings through 12/31 in effort to maximize positive, timely and constructive communications with employees and to minimize downsizing fears</p>	<ol style="list-style-type: none"> <li>1. Partners agree on dates by 4/05</li> <li>2. Create list of experienced motivational law office speakers to present on-site workshop ; discuss budget limits by 4/05</li> <li>3. Select speaker and preferred dates for workshop by 4/30</li> <li>4. Administrator issues invitation and confirms by May 3, 2009</li> </ol>	<p>Done ! 4/03 Partner's Mtg.</p> <p>4/4 Email exchange ongoing re potential speakers; budget cap decided</p> <p>4/25 - decision made</p> <p>4/30 - invitation issued; awaiting response</p>
<p>Hold financial committee conference re expense reductions and to create rewards/incentive plan for employee cost saving ideas that are implemented</p>	<ol style="list-style-type: none"> <li>1. Administrator schedules meeting to occur by 4/10</li> <li>2. Create expense reduction incentive plan by 5/20</li> <li>3. Explain &amp; launch plan via email, firm meeting or both</li> </ol>	<p>4/6/ Done</p> <p>5/19/ - draft plan complete</p>
<p>Increase &amp; revise marketing efforts by all attorneys; assign mentors to those needing improvement</p>	<ol style="list-style-type: none"> <li>1. Administrator schedules meeting for marketing advisory committee to occur by 6/1</li> <li>2. Administrator invite one or more clients and other outside "friends of the firm" as designated by partners to participate in brainstorming session by 6/30</li> <li>3. Hold session</li> <li>4. Make final decision on changes to marketing plan and assignment of mentors/coaches by 7/31</li> </ol>	<p>5/15 Done</p> <p>6/10 Invitations issued</p> <p>Scheduled for 6/29</p>