

Three Month Action Plan / Sample Only

GOAL	PLAN FOR ACHIEVING	STATUS/NOTES/COMPLETION DATES
Hold monthly firm-wide meetings through 12/31 in effort to maximize positive, timely and constructive communications with employees and to minimize downsizing fears	1. Partners agree on dates by 4/05 2. Create list of experienced motivational law office speakers to present on-site workshop ; discuss budget limits by 4/05 3. Select speaker and preferred dates for workshop by 4/30 4. Administrator issues invitation and confirms by May 3, 2009	Done ! 4/03 Partner's Mtg. 4/4 Email exchange ongoing re potential speakers; budget cap decided 4/25 - decision made 4/30 - invitation issued; awaiting response
Hold financial committee conference re expense reductions and to create rewards/incentive plan for employee cost saving ideas that are implemented	1. Administrator schedules meeting to occur by 4/10 2. Create expense reduction incentive plan by 5/20 3. Explain & launch plan via email, firm meeting or both	4/6/ Done 5/19/ - draft plan complete
Increase & revise marketing efforts by all attorneys; assign mentors to those needing improvement	1. Administrator schedules meeting for marketing advisory committee to occur by 6/1 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 3. Hold session 4. Make final decision on changes to marketing plan and assignment of mentors/coaches by 7/31	5/15 Done 6/10 Invitations issued Scheduled for 6/29