

## 1 HOUR REVENUE PLAN

	<u>Action Items to Complete</u>	<u>Who</u>	<u>Due Date</u>	<u>Status</u>
1	Run sales reports from your CRM to see what is available			
2	Download the Monthly Revenue Worksheet			
3	Download the Weekly Revenue Tracker			
4	Print your profit and loss statements for the past 3 years			
5	Document your annual revenue for past 3 years			
6	Calculate your average monthly revenue for each year of data			
7	List your profit centers and services			
8	Run a revenue report for the past 12 months			
9	Calculate your average monthly sales for the past 12 months			
10	Enter your average price per service			
11	Calculate services per month averages past 12 months			
12	Calculate services per week averages past 12 months			
13	Set revenue goals by service - 10% over last year for the same month			
14	Calculate monthly appointments to meet new goals			
15	Calculate weekly appointments to meet new goals			
16	Fill in the monthly revenue sheet			
17	Fill in the revenue tracker with sales goals			
18	Edit your Chart of Accounts to match new profit center list			
19	Review that staffing and capacity can handle new goals			
20	Implement Revenue Tracker			
21	Review sales weekly			
22	Set day of the week for status reports to be due			
23	Create Employee Team Bonus Plan			
24	Implement Team Bonus with start date			
25	Set up team meeting to explain the process			
	<b>PROVEN SYSTEMS CREATE PROVEN RESULTS!</b>			