

Meet with our entire team

1. Go over Goals
2. Break into groups with leaders for every goal
3. Schedule meeting - Follow goal sheet directions
4. ADD Ask - Discuss - Decide (Whizbang Retail Training)
5. Meet with our entire team present report

Goals

- Create a new 2020 budget
- Rebuild Accountability Chart (EOS)
 - Roles
 - Souls
 - Holes
- Reduce costs
 - Payroll
 - Hours analysis
 - Services
 - Phone
 - Rent
 - Insurance
 - Utilities
 - Cable
 - Online Charges
 - Credit Card Fees
 - Reward program
 - Email Services
 - Garbage
- Analyze Sales training
 - Implement "clienteling"
 - Retail Sales Academy - Refresh

- **Analyze Inventory Procedure**
 - Ordering
 - Intake of merchandise
- **Analyze Stock inventory**
 - Sales
 - Current stock
 - Future buying
- **Make a Plan for inventory that has been sitting for months**
 - Marketing
 - Store for next year?? -no
 - Planned markdowns
 - Discounts
 - Donate
- **Marketing**
 - Create Reopening marketing strategy
 - Publicizing our safety measures
 - Revisit online marketing providers for value and effectiveness
 - Emails
 - Rewards program
 - Research use of Facebook Live/Comment Sold
- **Re-Opening Procedures**
 - Cleaning the Stores
 - Procedure for deep clean
 - Declutter/ De junk
 - Purchasing of hand sanitizers and cleaning supplies
 - Staging opening
 - Daily/hourly Cleaning procedures
 - Promoting Online selling

- Curbside
- Appointments
- Limits on customers in the stores
- Masks required
- Steaming for garments
- Steaming surfaces
- Signage for our safety measures
- **COVID-19 Staff Training**
 - Clearly stated safety rules for our store
 - How to enforce this with our customers
 - Reinforcing store culture
 - Ongoing cleaning procedures
 - Dealing with customer concerns and fears
 - Dealing with staff concerns and fears
 - Hands off sales training
 - Smiling to up to the eyes

Committee _____

Committee Members

1. _____
2. _____
3. _____

Analyzing

1. _____
2. _____
3. _____

Procedure:

1. Set goal for each task
2. Decide what end result will look like
3. Identify where the data your need to accomplish your goal will come from.
4. Ask for specific data or how to create the report needed
5. Schedule a meeting time to analyze Data
6. Create end report with either:
 - a. Implementation strategy
 - b. Data to answer the question
7. Present report/data

GOAL:
Meeting Dates:
Deadline: