



**Shoes Motivation and Mentors**

**Action Plan for Rewards**

# more money for shoes

## Action Plan for Rewards

**Prepare** a plan for where you want to be in 1 years time and 3 years time if you haven't already done so. This will help you work out what goals and targets you want to achieve (and be rewarded for!) Then break this down into smaller targets (eg I like quarterly targets).

**Note** the objectives that will need to be reached to gain the reward

### Implement

1. Clearly identify what the reward will be to all who are going to benefit. (If this is just you, that's great. It's good practise to still follow the steps.)
2. Create clear priorities for each person involved that state what needs to be achieved in order to reap the benefits of the reward. (10 sales meetings per week)
3. During these introduction and planning stages it is also vital that a time allocation is decided upon (eg sales of \$100k by 31 December).
4. Create a system that allows the process to be monitored. So for example, if the priority is revenue then draw up a time line on a white-board or piece of cardboard with the target up the top , put it up in your office and track it daily so that all involved have an opportunity to see it.
5. Regular progress reports are fundamental as they allow the reward and progress to remain in your team members' minds. This will hopefully motivate you and your team members to continue to work toward the goal. So daily or weekly updates on the progress of step 2 and 4 is a must.

### Monitor

- Goals and objectives, have they been achieved?  
Have the priorities and objectives that have been set met in a timely fashion?
- Recognise and appreciate team members that have worked hard to achieve the goal (this can simply be publicly saying thankyou or giving them an early mark on top of the reward) . If it's just you, then make sure you give yourself a pat on the back!
- Make sure that you as the owner are being rewarded too!

**Change** methods to achieve goals and objectives as the initial processes may be unrealistic once they have been attempted.

**Repeat** the process on a regularly (in my business I like to do this on a quarterly basis) in conjunction with my quarterly theme)

Who will do it	What will they do	By When	Ongoing