

Year 1 Implementation Timeline

Launch

Months 1, 2, 3

Key Elements:

- Clean out your office
- Daily Meeting
- Make requests of Secretary
- Staff Conversation:
 - WHY
 - WHAT
 - HOW

01

Register for
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Practice

Months 4, 5, 6

Key Elements:

- Calendar transfer
- Refine Daily Meeting
- Make requests of Scty + others
- Supervisor Conversation:
 - WHY
 - WHAT
 - HOW

02

Begin
Webinar Series

Refine

Months 7, 8, 9

Key Elements:

- Execute 1 Coaching Day each week
- Transfer email management
- Upgrade request system
- Make 10+ requests per day
- Community/Parent Convo:
 - WHY
 - WHAT
 - HOW

03

Complete
Webinar Series

Coach

Months 10, 11, 12

Key Elements:

- 2 Coaching Days each week
- Secretary running front office independently
- Leadership Team managing operations
- KPIs noticeably improving
- Executive has cut 15+ hours off work week

04

Consider
Personal Coaching