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| **Timeframe** | **Action Plan** |
| First 30 Days | 1. Assessment of all processes and policies |
| 2. [action plan 2] |
| 3. |
| 4. |
| 5. |
| 2nd Month (60 days) | 1. Evaluate progress of action plans |
| 2. [action plan 2] |
| 3. |
| 4. |
| 5. |
| rd Month (90 days) | 1. Assess overall performance (personal and team) |
| 2. [action plan 2] |
| 3. |
| 4. |
| 5. |



**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

