100 Day Guide: People, Strategy & Values

1. Communicate Vision early
   * Customer/Partner Focus
   * Service Orientation
   * Innovative, Quality Product
   * Fun & Rewarding Place to work
   * A company that does what it says it will do – reliable, dependable
2. Meet the Sales Team
   * What’s working – what’s not?
3. Meet Customers
   * What do we do well- what can we improve on?
4. Be aware of my habits and how people see me
   * Door open, friendly, interested, prepared, on time, stay late, etc.
5. Learn key Metric’s
   * Margin, Working Capital, Etc.
6. Find Legacy Issues and report to Board immediately
7. Find Hidden Threats & Opportunities
   * Act quickly
8. Communicate & Manage Board Expectations
   * Under promise & over deliver
9. Assess Team – make any changes quickly
10. Build “MY” Team for the long haul
    * Build alliances and create loyalty