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