



Let our experience save you time, money and aggravation!

Looking Forward To A New Year

The holidays are rapidly approaching and the year is quickly coming to an end. Which means another round of planning for next year's financial, operational and sales activities. Hopefully your planning is already completed. In case its not, though, we thought we'd offer a few pointers to make things go smoother.

Look Beyond Next Year Take time to confirm your long-term goals are still consistent with where you want to be in 5, 10, 20 or even 50 years. Are there new technologies, new competition, or new laws & regulations that require you to shift your long-term focus?

Plan for Success: Understand Your Failures Learn from your failures. Whether they're major disasters or small set-backs; find & understand the root causes of the failure, then correct them. Fixes may be as simple writing a checklist of critical process tasks, or as complex as finding a new information system. Taking steps now to avoid future mistakes could pay big dividends.

Write it Down in a format that's easy to use. if you don't already have a standard plan format, take time to create one *or purchase one of Spinning Disc's proven templates.*

Tell Everyone Who'll Work It Folks can't work the plan if they don't know what's in the plan. Get it to the people who have to implement the plan work.

Review It Regularly A plan is only useful when it's used. Throughout the year, you need to be reviewing your plan against what's actually happening in your business. Set time aside weekly, monthly or quarterly to formally compare the plan to what actually happened.

Adjust As Necessary After your review, fix the problems, duplicate the successes and adjust the plan to match the new reality. Use your regular reviews to create a "Continuous Plan" so you always have the next 12 to 24 months planned in detail.

Full Text at: http://www.spinningdisc.com/RefLibrary/Newsletters/2007_12-PlanningForANewYear.pdf

This Month's Free Tool

To help make your annual planning a bit easier, Spinning Disc has put together a **Planning Checklist** to help standardize and speed up your year end planning process. You can find this checklist on-line Reference Library at

http://www.spinningdisc.com/RefLibrary/Tools/Checklist_Planning_EOY.pdf.



Need Planning Help?

Spinning Disc has the in-depth knowledge and hands-on experience to help you establish an effective **Continuous Planning Process** in your organization.

Call us today at **+1-407-497-6005** to learn more about how we can help save you time, money and aggravation in your year-end planning.