Example Country Club 1st Quarter Rocks
Future Date: January 31, 2022

	Company Rocks	Who
1	Complete all capital projects per budget	ALL
2	Complete all HR compliance training for all associates	ALL
3		
4		
5		
6		
7		
8		

Josh GM
1 Increase the team analyzer by 25% from 58
2 Complete the onboarding manual
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Amy - Banquets/Events
1 Implement a new CRM for banquet sales
2 Find a better way to store equipment
3 Plan the Associate Holiday Party
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Suzanne - Tennis
1 Hire X tennis staff
2 Remove the tennis water fountains
3 Order and receive new tennis furniture
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Mike - Membership
1 Complete and send the member survey
2 Implement a new CRM program for memberships
3 Establish a new member retention procedure
4 Update the new membership collateral materials
5 Complete the Big Book of Buffets
6 Establish the team community service program
7

Ken - AGM
1 Establish the J1 Visa program for 2022
2
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Allyson - Food and Beverage
1 Hire X front of house staff
2
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Greg - Superintendent
1 Hire X golf course staff
2 Complete golf course detail work
3 Add pine straw where needed
4 Establish cameras at the maintenance building (Keith)
5 List the golf course maintenance equipment inventory
6 Replace bunker sand
7 Complete golf course tree trimming work
8 Complete landscape bed trimming
9 Finalize the new uniform contract
10 Add landscape plantings
11 Refurbish the tee markers/accessories

Whitney- Golf
1 Hire X golf staff
2 Complete the golf promo material
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Nicole - Accounting/Payroll
1 Schedule the CPR class
2 Complete the Associate Handbook for EP
3
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5

1 **Ken - Fitness**
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Ray - Executive Chef
1 Hire X back of the house staff
2 Fix and replace kitchen equipment
3 Adjust the BOH staffing based on new budget
4 Create the BOH Advancement Program
5 Plan the SafeServ class
6 Establish a Safety Committee (Scot)
7 Update and restock the glass and china