

OVERTIME ATHLETICS – What’s Next (Preliminary Exercises)

Directions: Creating a foundation for a business to succeed is paramount in the entrepreneurial process. The following exercises will lay the ground work for launching your company and the Overtime Athletics services that will drive your revenue streams.

1. In establishing a network of individuals that can assist with your questions and provide advice as it relates to conducting and growing business, it’s important to identify people that would be willing to help in the below areas. First - List the names of anyone that you foresee as an option to reach out to in order to open a line of communication for when circumstances arise related to their areas of expertise. Second – contact these individuals to update them on your new venture and to gage their willingness to be a resource for you should you need trusted support in any of these areas.

SUPPORT TEAM
<i>NOTE: in addition to the below, OTF and our Contacts are a part of your support network</i>
Business Mentor:
Legal Expertise:
Insurance Expertise:
Accounting and Tax Preparation Expertise:
Banking Expertise:
Payroll Expertise:
Technology Expertise:
Marketing and Graphic Design Expertise:

2. One of the biggest representations of a business in today's world is that of a company's website. It establishes credibility, provides employees and customers information, and is often a vehicle for collecting revenue. You should become familiar with every feature, aspect, video, picture, text, tab, and user experience of the OTA Website. Click, Read, and View everything on the OTA Website (and each page).

WEBSITE FAMILIARITY

<i>NOTE: Make sure you have the Log Ins for TABS that require a password</i>
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1. What tabs are at the top of the Home Page?

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2. Where can I find the programs and landing pages for services we offer?

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3. What is the Log In for the Instructor Portal?
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4. Where can you find a description of the "OTA Way"?

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5. What is the log in for the Franchise Portal?

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Office (and Mobile System)

Where is your office/desk?
<i>Answer:</i>
Have you identified meeting locations in your Staff Recruitment Spreadsheet?
<i>Answer:</i>
What is your equipment storage strategy?
<i>Answer:</i>

Office and Operational Needs Confirmation List:

Business Cards		Printer Paper	
		Envelopes	
Printer/Copier		Pads	
Ink		Folders	
		Files	
White Board		Paperclips	
Clip Board		Tape	
		Pens	
Stapler		Highlighter	
Scissors		Dry Erase Markers	
Hole Puncher		Staples	
		Thumbtacks	
File Storage		Rubber Bands	
Mobile "Bins" Carrier		Post Its	
Address Stamp			
Stamps			

Outlook / Email

Director Inbox Organization

Inbox “clutter” leads to missing deadlines, overlooking action items, and general disorganization. We have created a set of rules to manage emails and to archive exchanges in order to manage from a successful platform.

Rules:

1. The emails in your inbox should act as a “to do” list.
2. If there are emails in your inbox that you have already answered and dealt with, they should not be in your inbox (**They should be filed to the pertinent folder or deleted**)

Here are 4 examples:

Example 1: Email from HQ outlining a task/assignment. This email should remain in your inbox until the action has been completed. Once you have completed the project, you can delete the email or file it away in a folder.

Example 2: Email from ASP Coordinator. For example, if a coordinator emails you about a new dismissal procedure – make a note of it on the BOARD to review email about dismissal. Leave that email in the inbox until the morning of that class; once you have discussed the new dismissal with the instructors during their call in, file away the email in that particular school folder.

Example 3: Conference Call Agenda. That email should remain in your inbox until the meeting. Once the meeting is complete, you can file it away... (Unless of course there are things on the agenda that you need to complete)

Example 4: Email from School. For example, if a representative of a school sends an email with program feedback, share that with the instructors and Director, and then file away the email in that particular school folder.

Create the following folders in your Outbox:

- Schools
- Summer Session
- Staff
- Insurance
- Legal
- Accounting
- Whelan
- Horich