



One of the most powerful tools in managing change is a system we call “repeating deadlines.” In an environment, of constant change here are certain tasks that must be done. By scheduling these tasks in advance through the use of repeating deadlines, the manager can gain control over his/her schedule.

This system promotes efficient organization within each area and communication between production and marketing. Major repeating tasks [weekly tasks, monthly, quarterly and yearly] are scheduled and given a deadline relative to an appropriate date. For example, sales and orders are reported weekly each Thursday by 4 p.m. and emailed. Monthly shipments, production, marketing expense commitments and bulk wine inventory are reported by the 5th working day of each month. Sales reports are posted and available by the 10th working day. Monthly financial statements are completed by the 10th working day and published by the 12th to 15th working day. This system enables all to plan their time effectively because managers know when the information that they need will be available.

	Day of the Month after Period End	Department Name or Individual	
		Event	Reports / Actions
Weekly			
	Thursday		
	Monday		
Monthly			
	5th Working Day		
	10th Working Day		
	15th Working Day		
	25th of the Month		
Quarterly			
	10th Working Day		
	15th Working Day		
	25th of the Month		
Yearly			
	1st Working Day		
	5th Working Day		
	10th Working Day		
	15th Working Day		
	20th Working Day		