

1 INDUSTRY
VOICE
SHOW

Attention Independent Operators: Work Smarter, Not Harder

**Friday, November 9
8:00 a.m. – 9:00 a.m.**

NACSSHOW
NACS PEI FPIAA

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Task Management Workshop

“work smarter not harder”



Workshop Objective



to implement
task management
processes to
achieve retail
excellence

Facilitators

Mark Wells

President

LJT

**Management
Services**

San Diego, CA

Ted Roccagli

**Marketing
Manager**

**Mansfield
Oil Company**

Gainesville, GA

**Robert
Razowsky**

President

Rmarts LLC

Deerfield, IL

**Lew
Claycomb**

COO

**Quarles
Petroleum**

**Fredericksburg,
VA**

Agenda

Got Goals?

- Motivator of Tasks

Task Management Processes

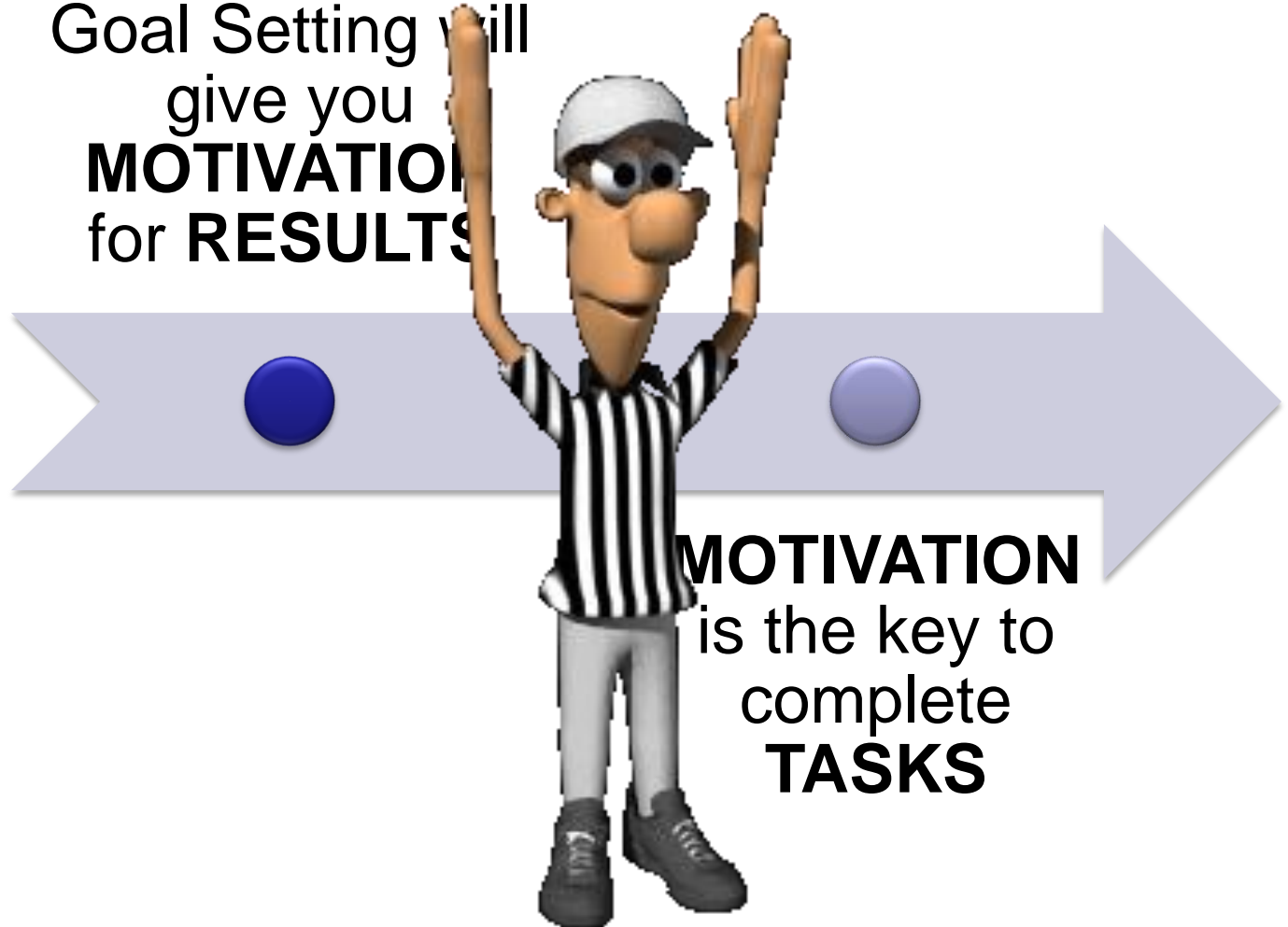
- 80/20 Rule
- Impact vs. Effort Grid
- S.M.A.R.T.

Open Forum

- Panel Discussion

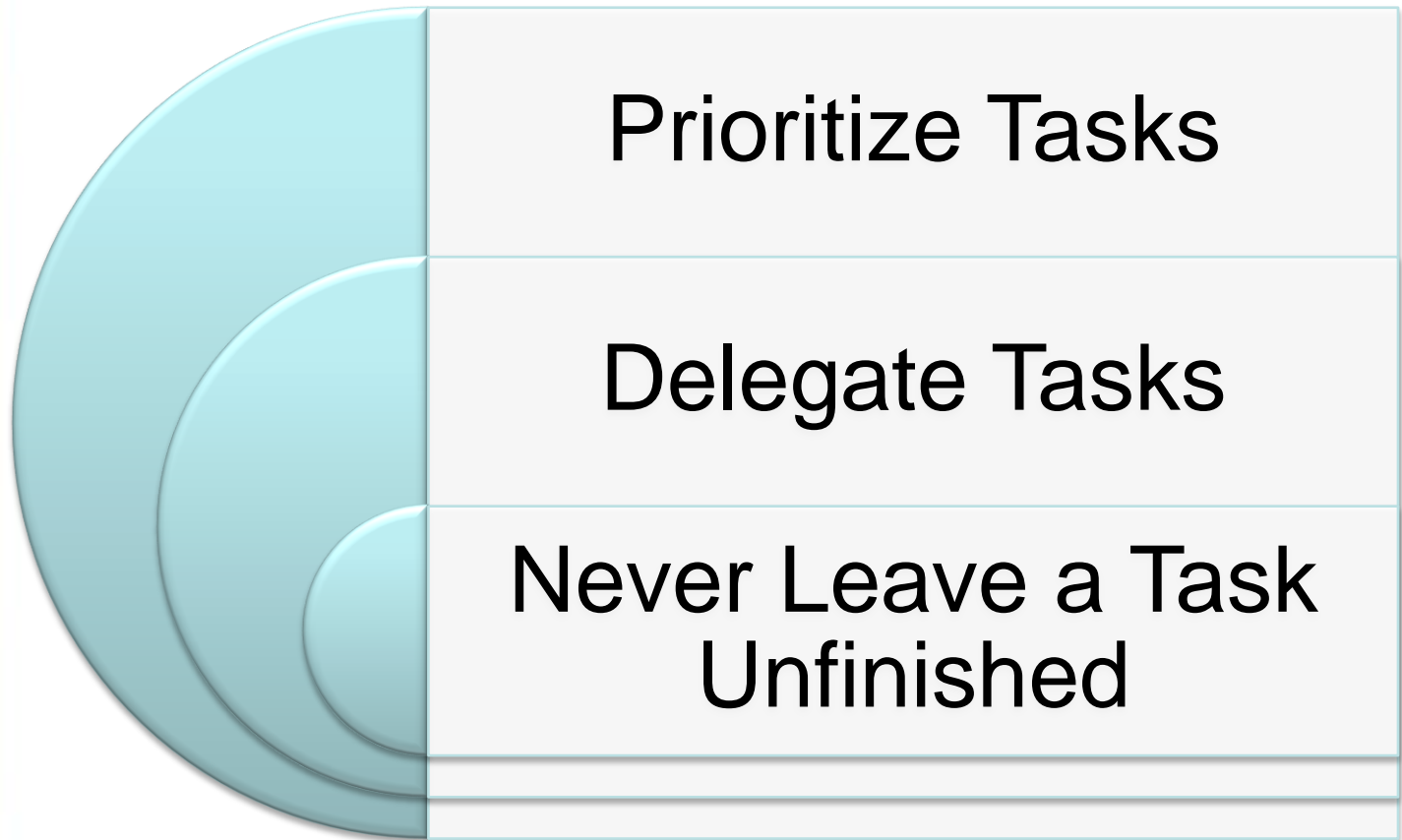
Got Goals?

Goal Setting will
give you
MOTIVATION
for **RESULTS**



MOTIVATION
is the key to
complete
TASKS

Motivation




Goals and Motivation



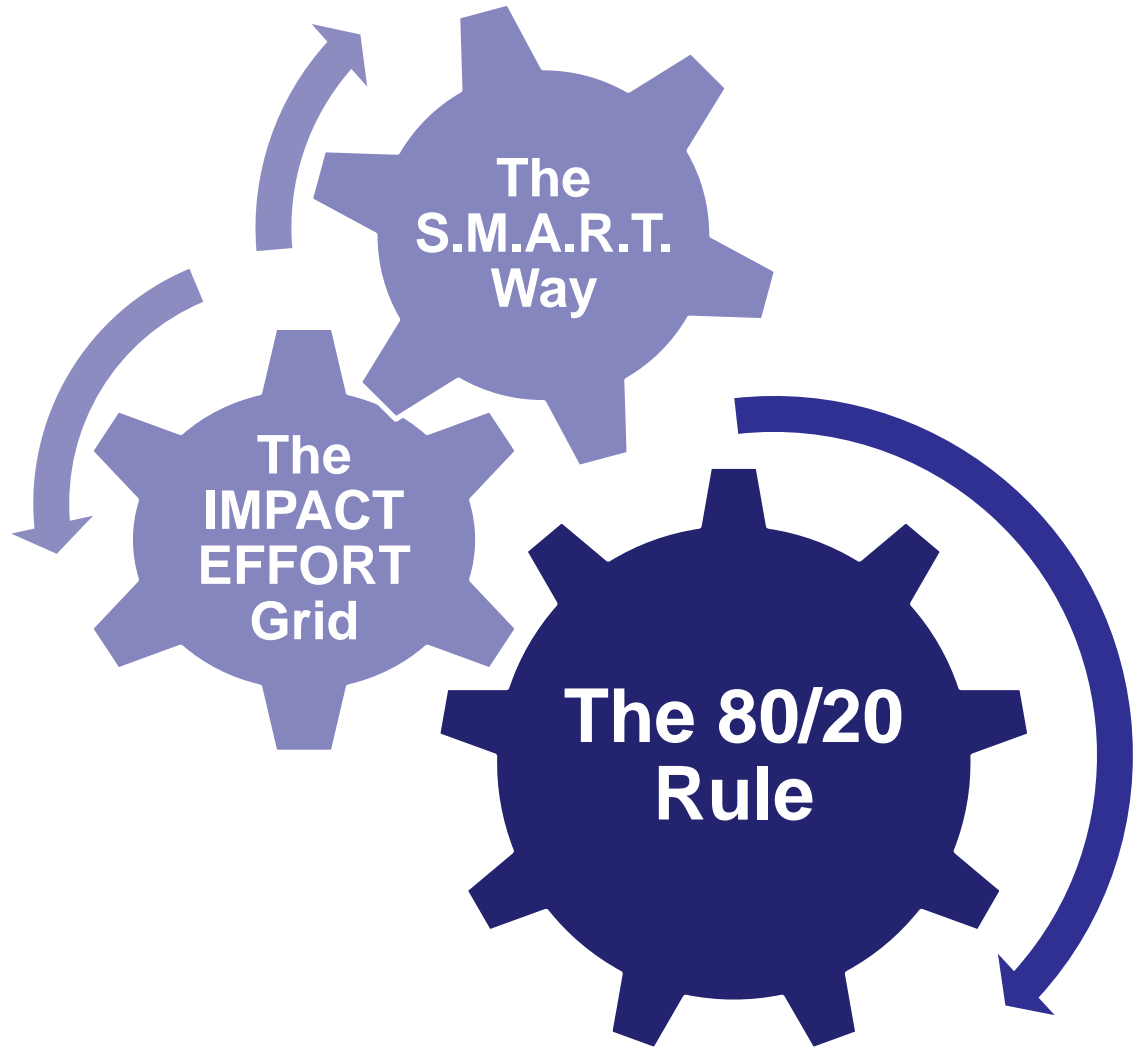
from ICE AGE 2 “The Meltdown”

Task Management



Task
Management
is a series of
processes

Task Processes



Task Processes

The 80/20 Rule

20% of all
tasks
cause
80% of
final
results

Task Processes

The diagram consists of two concentric circles. The outer circle is teal and contains the text 'Impact Effort Grid'. The inner circle is light purple and contains the text 'organizes and prioritizes your tasks'. The background of the slide is purple.

**Impact
Effort
Grid**

**organizes
and
prioritizes
your tasks**

Impact/Effort Grid

I M P A C T

H I G H

M E D I U M

L O W

L
O
W

Promoting Branded
Credit Card

In store promotion

Shrink Management

M
E
D
I
U
M

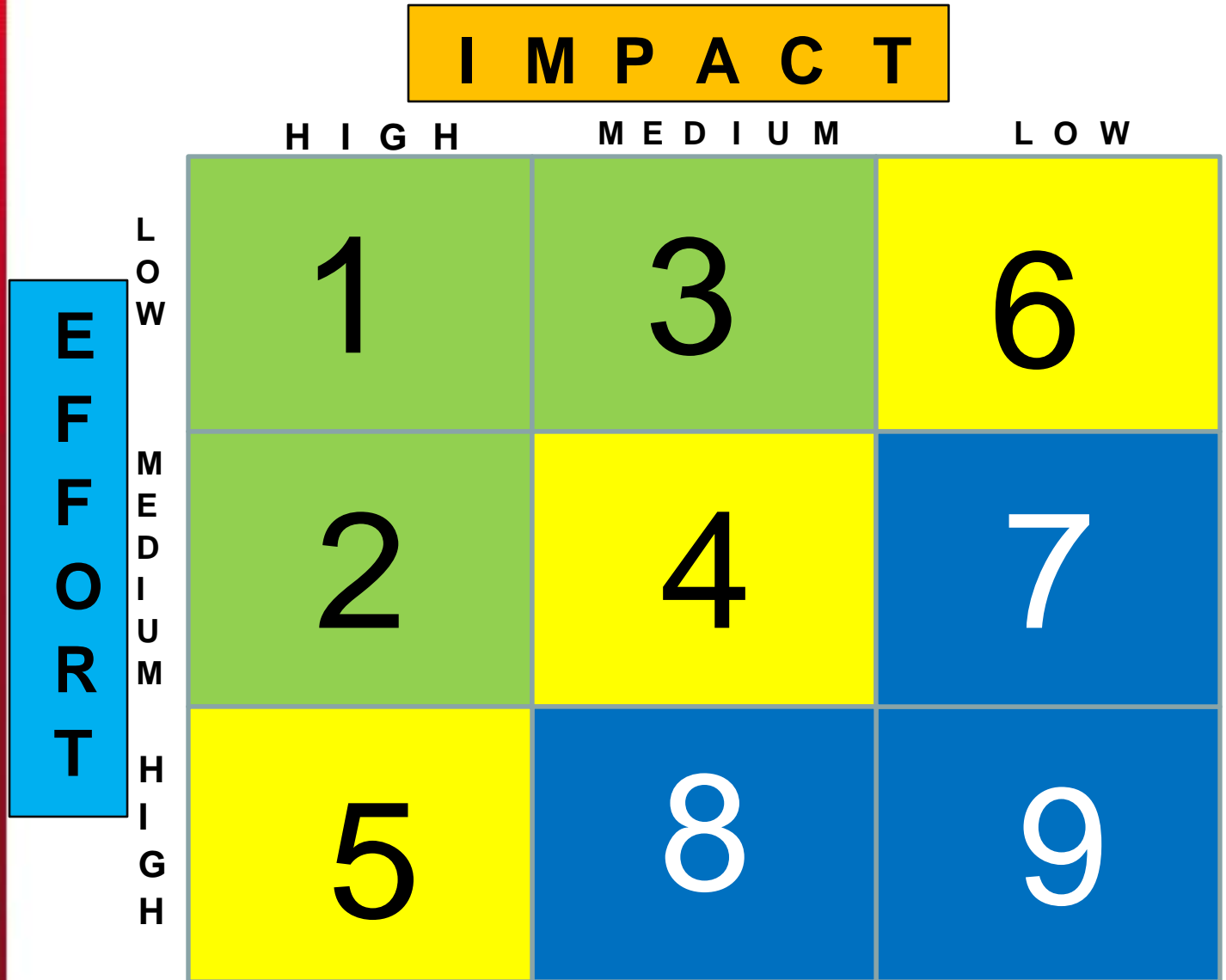
Training employees
to plus sell

**E
F
F
O
R
T**

H
I
G
H

Adapting Non
Industry Software to
fit your business

Prioritize Grid



Task Processes

**S.M.A.R.T.
Way**

**Implementation
tool to
complete task**

S.M.A.R.T. WAY

Specific



Measurable



Attainable



Return on investment



Timely

Panel Discussion

