



## User Guide IGNITE Scaling Your Business Smartly – Workforce Plan

### Introduction:

Download the Workforce Plan at <https://phillipmatthew.com/ignite/resources> to optimize your team, inspired by IGNITE: GROWTH – Scaling Your Business Smartly (Chapter 4). Align roles with Gerber’s systems for growth. Track monthly in Google Docs, Sheets, or paper.

### How to Use

- Download Template: Access PDF, fillable PDF, or Google Doc at <https://phillipmatthew.com/ignite/resources>. Save to your Google account for interactive tracking.
- Complete Fields: Fill Role (e.g., Sales Manager), Responsibilities, and Training Needs. Review monthly for 10 minutes.
- Review Monthly: Update progress, refine roles, discuss with Phil at <https://phillipmatthew.com/book-a-call/>.

### Track Progress:

- Google Forms: Create fields: 1. Role; 2. Responsibilities; 3. Training Needs; 4. Performance Metrics; 5. Delegation Tasks. Example: Role: Sales Manager; Metrics: 20% sales increase. Save in Google Sheets.
- Alternatives: Google Docs, Sheets, or paper.
- Tip: Align with GROWTH's 12-week plan.

### Next Step:

Book a call with Phil at <https://phillipmatthew.com/book-a-call/> to enhance team strategies.

**“Unlock your potential with daily clarity.” – UYP Philosophy**